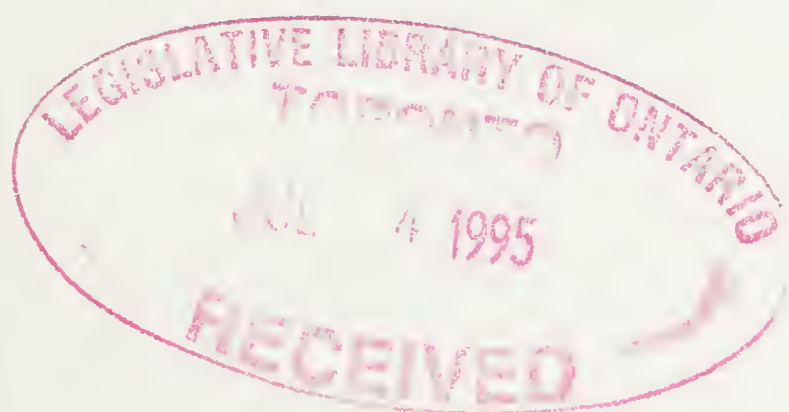


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Ministry of
Government
Services

**KWIC
INDEX
TO
SERVICES
1991/1992**

PRELIMINARY PAGES

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KEY WORD INDEX 1

The Key Word Index section is easily identified by the vertical gray bar running along the edge of each page.

PROGRAM AND SERVICE DESCRIPTIONS

The Ontario Parliament (chart)	165
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NOTE: In December, 1990, the Queen's Park Telecommunications System (QPTS) was introduced to provincial government offices in Metro Toronto. With QPTS, almost all users will have direct-in-dial where individuals have their own separate line and telephone number. This will reduce delays caused by shared lines and improve the Ontario government's ability to serve the public.

This new, fully-digital telephone exchange to be completed over the next year will eventually serve 18,000 government staff. In order to keep you up-to-date during the transition, the Queen's Park Switchboard will give you the new number when you call a number that has been changed.

The information in this book is valid to November 10, 1991

How To Use The KWIC Index To Services

1. From the alphabetical list of key words in the KEY WORD INDEX, select the key word which most closely relates to the information you require.

NOTE: The keyword index pages are easily visible by the vertical, gray bar shown along the outside edge of each page.

2. A ministry code and page number are printed to the right of each key word entry. Turn to the indicated page to find the required information printed immediately under the ministry code.
3. The following example illustrates how you would obtain information about the Ontario government role in the inspection of raw milk.

Key Words	Ministry Code	Page
dairy		
products and farms, inspection	AG & FOOD 25	226
products, manufacturers, training	AG & FOOD 18	223
<i>see also milk</i>		
Dairy Inspection Br	AG & FOOD 25	226
milk		
inspection	AG & FOOD 25	226
marketing	AG & FOOD 43	232
<i>see also dairy</i>		

4. In the above example information on milk inspection was obtained by selecting the key word "milk" and turning to page 226 of the ministry section. Note that listed under this key word is a "see also" or cross-reference to the key word "dairy". Cross-references are always noted in *italic* print.
5. Key words beginning with upper case or capital letters denote actual program names such as Dairy Inspection Br (see above example).

KWIC Index, Répertoire And Government Telephone Directory

- The KWIC (Key Word In Context) INDEX TO SERVICES is prepared by the Information Services Branch, Databases and Directories unit of the Ministry of Government Services. It is designed to provide you with “key word” access to the descriptions of branches, programs and agencies of the Ontario government, and to offices which provide the service.

If you have comments or suggestions about the KWIC Index, you may contact your KWIC Index coordinator, (see page vii) or complete the questionnaire on page i and send it to the address shown.

The KWIC INDEX is revised annually. If you want to be informed of its release, please clip and mail this form to:

Ministry of Government Services
Information Services Branch
Databases and Directories Unit
77 Wellesley Street West
Ferguson Block, 7th Floor
Queen's Park, Toronto
M7A 1N3

I would like to be notified when the next edition of the KWIC INDEX TO SERVICES is issued.

Name: _____

Address: _____

_____ Postal Code: _____

- RÉPERTOIRE DES SERVICES OFFERTS AU PUBLIC is a French-language directory of Ontario government services available to the public.
 - The GOVERNMENT OF ONTARIO TELEPHONE DIRECTORY, a companion reference to the KWIC INDEX is organized by ministry, division, branch or agency, and includes the names and telephone numbers of key people. It also contains an alphabetical, cross-referenced listing of employees and their telephone numbers.
 - For information on how to obtain government publications see page viii.
-

KWIK Index Coordinators

In each ministry, an appointed individual is responsible for coordinating:

- the preparation of all service descriptions printed in the KWIC Index, and/or
- the orders and distribution of the directory.

Ministry	Name	Phone
Cabinet Office	Lanna Thompson	325-7654
Management Board of Cabinet	Art Linton	325-6307
Legislative Assembly	Karyn Leonard	325-7500
Agriculture and Food	Susan Bryce	326-3037
Attorney General	Juliet Jennings	326-2293
Citizenship	May Lee Chan	324-7061
Colleges and Universities	Donna Papayanis	325-1961
Community and Social Services	Chris Overholt	325-5166
Consumer and Commercial Relations	Paul MacDonald	326-8764
Correctional Services	Louise Thompson	326-5010
Culture and Communications	Armando de Peralta	324-7061
Education	Ian Henderson	325-2944
Energy	Goldie Spencer	327-1360
Environment	Stephen Graham	323-4341
Financial Institutions	Wayne Goodyear	326-9062
Francophone Affairs	Michelle Leroux	325-4954
Government Services	Maria Mikelenas-McLoughlin	327-2816
Greater Toronto Area	Marie Rozario	369-1747
Health	Bill Grozelle	327-7209
Housing	Ruth Esdelle	585-7041
Industry, Trade and Technology	Art Hethrington	325-6694
Intergovernmental Affairs	Patricia Trott	325-4757
Labour	Gordon Hallitt	326-7065
Workers' Compensation	Lorne Coe	927-3503
Municipal Affairs	Ruth Esdelle	585-7041
Native Affairs	Nick Dybenko	326-4748
Natural Resources	Jean Ann Michalchuk	965-2711
Northern Development and Mines	Alice Vitoria (Sudbury)	(705) 670-7052
Revenue	June Dymond (Oshawa)	(416) 433-6155
Skills Development	Karen Fukunaga	967-8408
Solicitor General	Bruce Budge	325-9236
Tourism and Recreation	Dennis Kucherawy	963-2355
Transportation	Liliana Nasato Zompanti	235-3924
Treasury and Economics	Brenda Morris	325-8377
Women's Issues	Penny Finneron	597-4612
	Bonnie Powell	326-1840

Access To Ontario Government Publications

Prepayment required. Make cheques and money orders payable to the Treasurer of Ontario. MasterCard and Visa accepted for priced publications.

PHONE ORDERS

Toronto	326-5300	Other Ontario Communities 1-800-668-9938
Ottawa	238-3630	Other Communities in the 613 Area Code may call Zenith Ontario

MAIL ORDERS

Publications Ontario 5th Floor, 880 Bay Street Toronto, Ontario M7A 1N8	Access Ontario 50 Rideau Street Ottawa, Ontario K1N 9J7
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TDD ORDERS

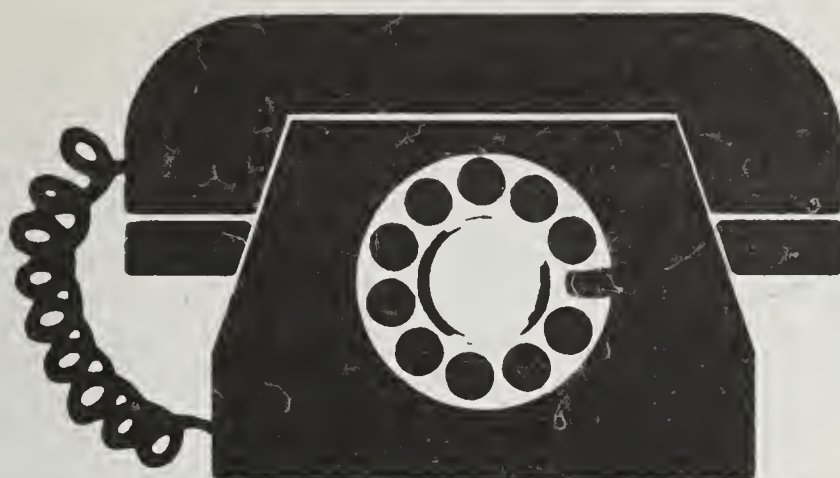
Toronto	325-3408	Other Ontario Communities
Ottawa	787-4043	1-800-268-7095
TDD assistance is available through the Bell Relay Service		
TDD/TTY	1-800-267-6511	Telephone 1-800-267-6600

PERSONAL SHOPPING

Toronto	Publications Ontario 880 Bay Street (2 blocks north of College Street)	M, T, W, TH & F	9 to 5 P.M.
Ottawa	Access Ontario Rideau Centre Mall	M, T & W TH & F S	9:30 to 5 P.M. 9:30 to 9 P.M. 9:30 to 1 P.M. and 2:00 to 6 P.M.
	Renouf Publishing Company 61 Sparks Street	M, T, W & TH F S	9 to 5:30 P.M. 9 to 6 P.M. 10 to 5 P.M.
Windsor	Windsor Public Library Bookstore 850 Quелlette Avenue	M, T, W, TH, F & S	9 to 5 P.M.

NOTE: Ontario public servants requiring additional copies of the KWIC Index should contact their coordinator listed on page vii.

Where To Get More Information



Refer to the

BLUE PAGES

of your

PUBLIC TELEPHONE DIRECTORY

for phone numbers of

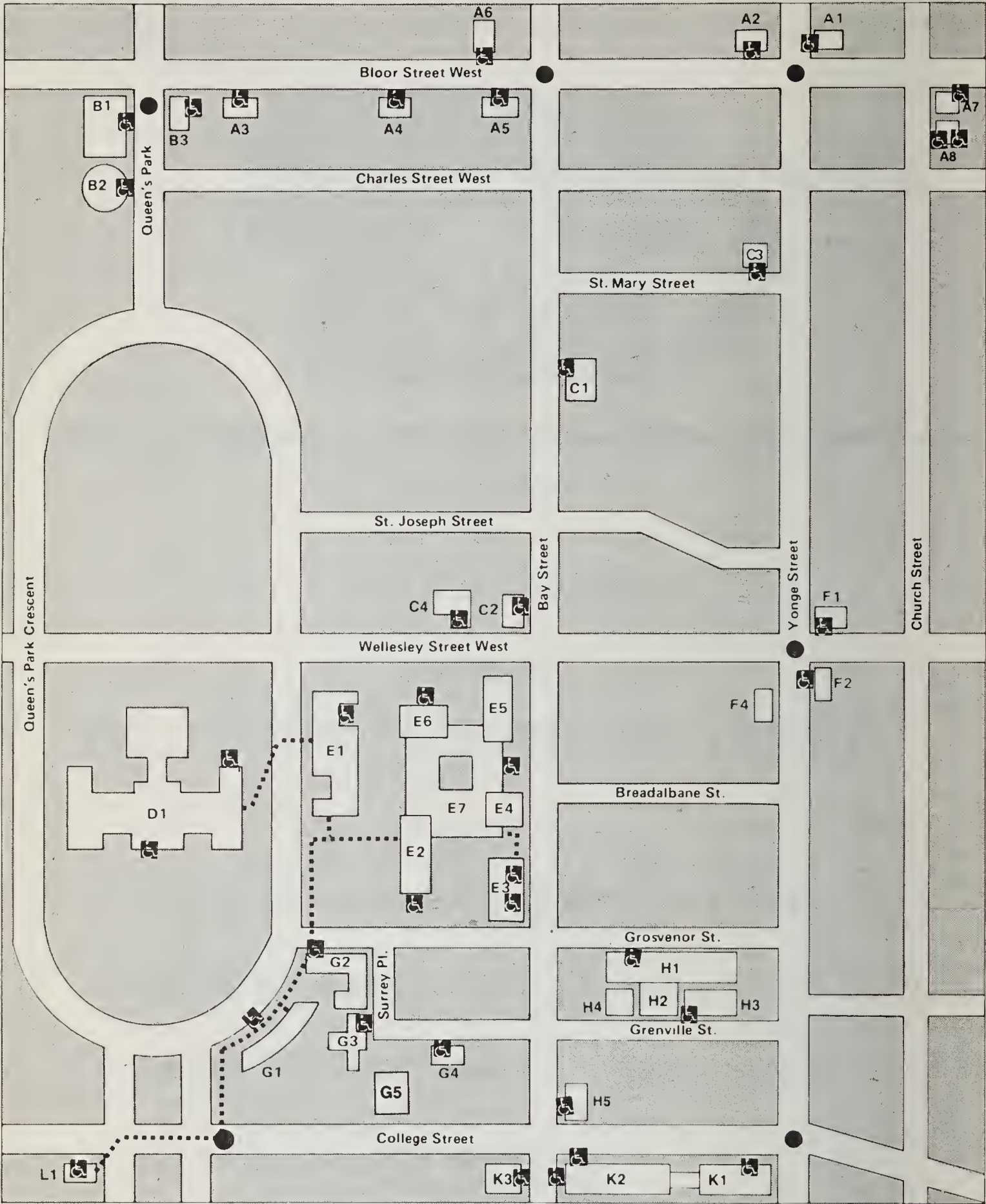
- Federal  GOVERNMENT OF CANADA
- Provincial  GOVERNMENT OF ONTARIO
- Municipal MUNICIPAL GOVERNMENTS

SERVICES

available to you in your

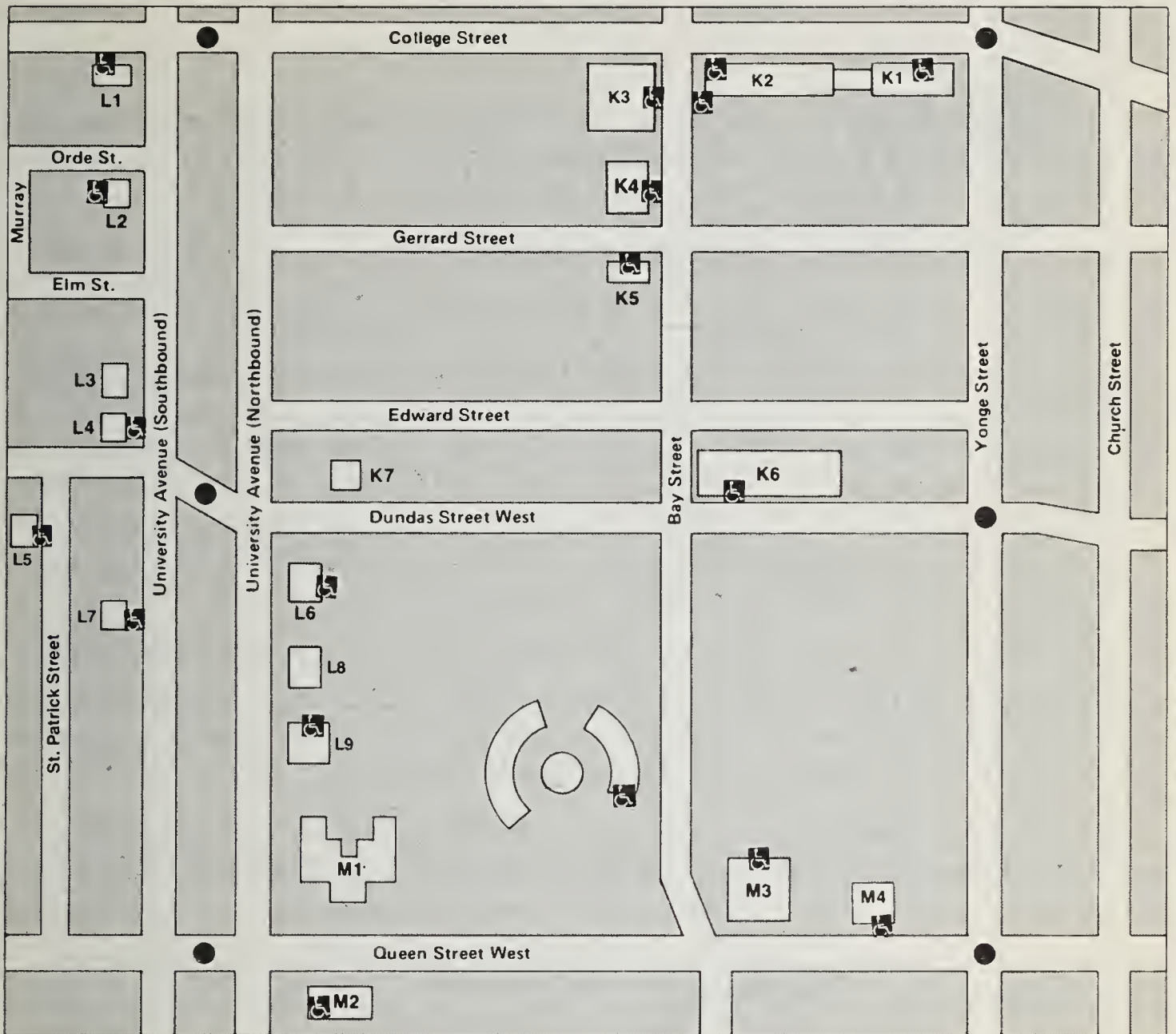
LOCAL DIALING AREA

QUEEN'S PARK AREA MAP



QUEEN'S PARK AREA MAP

xi



Queen's Park and Vicinity

Key

● Subway

Wheelchair Access

..... Tunnel (Entrance from first basement)

LEGEND

A1 — 2 Bloor St. E.
 A2 — 2 Bloor St. W.
 A3 — 151 Bloor St. W.
 A4 — 101 Bloor St. W.
 A5 — 77 Bloor St. W.
 A6 — 80 Bloor St. W.
 A7 — 175 Bloor St. E.
 A8 — 625 Church St.
 B1 — 100 Queen's Park
 (Royal Ontario Museum)
 B2 — 100 Queen's Park
 (Planetarium)
 B3 — 125 Queen's Park
 (Q.P. Entrance)
 — 157 Bloor St. W.
 — (Bloor St. Entrance)
 — (Public Complaints
 Commission)
 C1 — 1075 Bay St. (The
 Citadel)
 C2 — 56 Wellesley St. W.
 (Suncor)
 C3 — 10 St. Mary St.
 C4 — 62 Wellesley St. W.
 D1 — Legislative Building

E1 — 99 Wellesley St. W.
 (Whitney Block)
 E2 — 80 Grosvenor St.
 (Hepburn Block)
 E3 — 880 Bay St.
 — 50 Grosvenor St.
 E4 — 900 Bay St. (Mowat Block)
 E5 — 900 Bay St. (Hearst Block)
 E6 — 77 Wellesley St. W.
 (Ferguson Block)
 E7 — 900 Bay St.
 (Macdonald Block)
 F1 — 10 Wellesley St. E.
 F2 — 555 Yonge St.
 F4 — 558 Yonge St.
 G1 — 7 Queen's Park Cr.
 (Frost Building South)
 G2 — 95 Grosvenor St.
 (Frost Building North)
 G3 — 2 Surrey Place
 G4 — 77 Grenville St.
 (Archives of Ontario)

G5 — 76 College St.
 H1 — 25 Grosvenor St.
 (George Drew)
 H2 — 26 Grenville St.
 — (Coroner's Office)
 H3 — 18 Grenville St.
 (Q.P. Credit Union)
 H4 — 34 Grenville St.
 H5 — 801 Bay St.
 K1 — 444 Yonge St. (Provincial
 and Small Claims
 Courts)
 K2 — 777 Bay Street
 (College Park)
 K3 — 790 Bay St.
 K4 — 720 Bay St.
 (Attorney General)
 K5 — 700 Bay Street
 (Lucliff Place)
 K6 — Atrium on Bay
 K7 — 180 Dundas St. W.
 L1 — 700 University Ave.
 (Ont. Hydro)

L2 — 620 University Ave.
 (Old Hydro Bldg.)
 L3 — 500 University Ave.
 L4 — 480 University Ave.
 L5 — 132 St. Patrick St.
 L6 — 439 University Ave.
 L7 — 400 University Ave.
 (Travelers Tower)
 L8 — 393 University Ave.
 L9 — 361 University Ave.
 (Court House)
 M1 — 130 Queen St. W.
 (Osgoode Hall)
 M2 — 145 Queen St. W.
 M3 — 60 Queen St. W.
 (Old City Hall)
 M4 — 20 Queen St. W.

How Ontario Government Employees Can Recycle Outdated KWIC Indexes



Due to your efforts this past summer, thousands of obsolete directories were collected for recycling into flower pots and furniture packaging.

Congratulations!

Please recycle your old KWIC Indexes by sending them **IN BULK TO YOUR OWN MAILROOM** in the carton they were received in through the intergovernmental mail system. Remove any page markers from the books and, if possible, **TRANSPORT THEM IN THE SAME BOXES IN WHICH THE NEW BOOKS ARRIVED**. The books will be centrally collected in the mailroom. Arrangements will then be made through the Green Workplace Program for pickup from each Ministry's mailroom.

If your office is located in **QUEEN'S PARK OR ANY OTHER ONTARIO GOVERNMENT-OWNED BUILDING** in Metro Toronto, please drop your old books into your white newspaper saver bin conveniently located in common areas. The recycler will sort out the books for collection.

Should you not have access to either of the above systems, you can send your books in the original containers, clearly marked "FOR RECYCLING" to:

Government KWIC Index Recycling
Ministry of Government Services
Government Mail Service
Room 2B-18, Macdonald Block
900 Bay Street
Toronto, Ontario M7A 1N3

Thank you for protecting our environment by supporting this effort. In order to further increase the recycling potential of this directory, we have discontinued the use of coloured paper in favour of white paper throughout this book and in addition, we have discontinued the use of varnish coated covers.

FOR FURTHER RECYCLING INFORMATION, CALL OUR GREEN WORKPLACE RECYCLING HOTLINE AT (416) 327-3777.

For further inquiries regarding the KWIC Index information, please phone your KWIC Index Coordinator (refer to page vii for telephone number).

Ministry Codes

For the purpose of this directory, each ministry is identified by a short form or ministry code. Following is the complete list of ministry codes referred to in the KWIC Index:

Agriculture and Food	AG & FOOD
Attorney General	ATT GEN
Citizenship	CITIZENSHIP
Colleges and Universities	MCU
Community and Social Services	COMSOC
Consumer and Commercial Relations	CCR
Correctional Services	CORRECTIONS
Culture and Communications	MCC
Education	EDUC
Energy	ENERGY
Environment	MOE
Financial Institutions	MFI
Francophone Affairs	FRANC AFF
Government Services	MGS
Greater Toronto Area	GTA
Health	HEALTH
Housing	HOUSING
Industry, Trade and Technology	MITT
Intergovernmental Affairs	MIA
Labour	LABOUR
Legislative Assembly	LEGISLATIVE
Management Board of Cabinet	MBC
Municipal Affairs	MUN AFF
Native Affairs	NAT AFF
Natural Resources	MNR
Northern Development and Mines	NDM
Ontario Government	CABINET
Revenue	REVENUE
Skills Development	SKILLS
Solicitor General	SOL GEN
Tourism and Recreation	MTR
Transportation	MTO
Treasury and Economics	TREASURY
Women's Issues	WOMEN

Key Words	Ministry Code	Page
aboriginal		
community development, economic self reliance	CITIZENSHIP 8	282
Native peoples, policy development	NAT AFF 1	579
<i>abuse, SEE assaults</i>		
Access and Inquiry Services	MGS 23	451
Access Fund		
renovations, community facilities, promote access, disabled, seniors	CITIZENSHIP 10	284
Access Ontario		
Ontario Government, inquiry service, souvenirs, publications, Ottawa	MGS 23	451
Access Roads Section	MNR 31	599
accidents		
amusement devices, elevating devices, investigation, data bank	CCR 25	337
automobile, claim disputes, bodily injury, mediation, arbitration	MFI 8	440
boilers, pressure vessels, investigation	CCR 24	337
construction, investigation	LABOUR 23	554
highway, government vehicles, insurance claims versus Crown	MTO 3	699
industry, investigation	LABOUR 24	557
information file	MTO 9	700
mines, pits and quarries, investigation	LABOUR 30	560
motor vehicles, investigation, causation	SOL GEN 44	668
motor vehicles, victims, compensation, uninsured driver	MFI 11	441
steam, refrigeration, compression plants, investigation	CCR 24	337
vehicles, victims, rescue, equipment, grants	SOL GEN 18	658
accommodation		
blind persons, rights	ATT GEN 20	240
building, repair, Legislative Assembly	LEGISLATIVE 11	206
courts, office planning	ATT GEN 29	244
government, contracts	MGS 45	461
government, leased, acquisition	MGS 43	458
government, property management	MGS 43	458
identification, requirements, program development	MGS 42	458
loans, rental housing units, disabled persons	HOUSING 17	515
loans, rental housing units, single-family homes	HOUSING 17	515
placement, coordination, care, long term	HEALTH 29	478
placement, coordination, care, long term	COMSOC 30	318
public, human rights, promotion	CITIZENSHIP 12	286
tourist, establishments, licences	MTR 26	691
tourist, information, publications	MTR 20	688
<i>see also housing</i>		
Accommodation and Design Services Br	LEGISLATIVE 11	206
Accommodation Management Information System (AMIS)	MGS 40	457
Accommodation Services Br	SOL GEN 8	653

Key Words	Ministry Code	Page
Accountant of the Ontario Court (General Division)	ATT GEN 18	239
Accounting Br		
Cabinet Office (TREASURY, Finance & Management Services Br)	TREASURY 6	729
Civil Service Commission (TREASURY, Finance & Management Services Br)	TREASURY 6	729
Human Resources Secretariat (TREASURY, Finance & Management Services)	TREASURY 6	729
Legislative Offices (Finance Br)	LEGISLATIVE 16	208
Management Board Secretariat (TREASURY, Finance & Management Services)	TREASURY 6	729
Min of Agriculture and Food (Financial and Support Services Br)	AG & FOOD 30	228
Min of Citizenship (MCC, Finance, Administration & Systems)	MCC 6	377
Min of Colleges & Universities (EDUC, Financial Services Br)	EDUC 20	400
Min of Community and Social Services (Financial Services Br)	COMSOC 46	325
Min of Consumer and Commercial Relations (Finance Section)	CCR 7	330
Min of Correctional Services (Finance & Admin Services Br)	CORRECTIONS 11	356
Min of Culture and Communications (Finance, Administration & Systems)	MCC 6	377
Min of Education (Financial Services Br)	EDUC 20	400
Min of Energy (TREASURY, Finance & Management Services Br)	TREASURY 6	729
Min of Financial Institutions (CCR, Finance Section)	CCR 7	330
Min of Government Services (Finance and Office Services Br)	MGS 6	446
Min of Health (Finance and Accounting Br)	HEALTH 61	495
Min of Housing (Financial Services Br)	HOUSING 31	522
Min of Industry, Trade and Technology (Finance and Administration Br)	MITT 25	535
Min of Intergov't Affairs (TREASURY, Finance & Management Services Br)	TREASURY 6	729
Min of Labour (Financial and Administrative Services Br)	LABOUR 12	549
Min of Municipal Affairs (Financial Services Br)	MUN AFF 5	570
Min of Natural Resources (Financial Resources Br)	MNR 4	581
Min of Northern Development and Mines (Financial Services Br)	NDM 6	615
Min of Revenue (Administrative & Financial Services Br)	REVENUE 31	640
Min of Skills Development (Financial Services)	SKILLS 4	646
Min of the Attorney General (Financial & Administrative Services Br)	ATT GEN 19	240
Min of the Environment (Financial and Capital Management Br)	MOE 54	430
Min of the Solicitor General (Financial & Administrative Services Br)	SOL GEN 6	652
Min of Transportation (Financial Planning & Admin Br)	MTO 22	704
Min of Treasury and Economics (Finance & Management Services Br)	TREASURY 6	729

Key Words	Ministry Code	Page
Office of Francophone Affairs (TREASURY, Finance & Mgmt Services Br)	TREASURY 6	729
Office of the Premier (TREASURY, Finance & Management Services Br)	TREASURY 6	729
Ontario Energy Board (TREASURY, Finance & Management Services Br)	TREASURY 6	729
accounting, government, coordination	TREASURY 15	732
Acid Precipitation Office	MOE 15	416
acid rain		
Acid Precipitation Office	MOE 15	416
desposition monitoring program	MOE 12	415
effects, aquatic environment, assessment	MOE 17	417
research, terrestrial systems	MOE 14	416
study, laboratory	MOE 30	421
<i>acts, SEE legislation</i>		
Addiction Research Foundation	HEALTH 67	499
Administration and Records Services Section	MOE 45	427
Administration Section, OPP	SOL GEN 41	668
Administrative Services Br		
Approvals Br (Administration and Records Services Section)	MOE 45	427
Cabinet Office (TREASURY, Supply and Office Services Br) .	TREASURY 7	730
Legislative Offices (Supply and Services Br)	LEGISLATIVE 18	208
Management Board of Cabinet (TREASURY, Supply and Office Services Br)	TREASURY 7	730
Min of Agriculture and Food (Financial and Support Services Br)	AG & FOOD 30	228
Min of Citizenship (MCC, Finance, Administration & Systems)	MCC 6	377
Min of Colleges & Universities	EDUC 21	401
Min of Community and Social Services (Capital & Admin Serv Br)	COMSOC 45	324
Min of Consumer and Commercial Relations (Admin Services Section)	CCR 8	330
Min of Correctional Services (Finance & Admin Services Br) .	CORRECTIONS 11	356
Min of Culture and Communications (Finance, Administration & Systems)	MCC 6	377
Min of Education	EDUC 21	401
Min of Energy (TREASURY, Supply and Office Services Br) .	TREASURY 7	730
Min of Financial Institutions (CCR, Admin Services Section)	CCR 8	330
Min of Government Services (Finance and Office Services Br)	MGS 6	446
Min of Health (Supply and Services Br)	HEALTH 63	496
Min of Housing	HOUSING 29	521
Min of Industry, Trade and Technology (Finance and Administration Br)	MITT 25	535
Min of Intergov't Affairs (TREASURY, Supply and Office Services Br)	TREASURY 7	730

Key Words	Ministry Code	Page
Min of Intergovernmental Affairs (Finance & Admin Services Br)	MIA 2	543
Min of Labour (Administrative Operations)	LABOUR 13	549
Min of Municipal Affairs (Facilities and Services)	MUN AFF 6	570
Min of Natural Resources Br (Administrative Management Br)	MNR 1	580
Min of Northern Development and Mines (Info Technology & Office Serv)	NDM 8	616
Min of Revenue (Administrative & Financial Services Br)	REVENUE 31	640
Min of Skills Development	SKILLS 2	645
Min of the Attorney General (Financial & Administrative Services Br)	ATT GEN 19	240
Min of the Environment	MOE 56	430
Min of the Solicitor General (Financial & Administrative Services Br)	SOL GEN 6	652
Min of the Solicitor General (Fire Marshal's Office)	SOL GEN 14	654
Min of Tourism and Recreation (Finance and Administration Br)	MTR 8	685
Min of Transportation (Supply & Services Br)	MTO 26	705
Min of Treasury and Economics (Supply and Office Services Br)	TREASURY 7	730
Office of the Premier (TREASURY, Supply and Office Services Br)	TREASURY 7	730
Ontario Energy Board (TREASURY, Supply and Office Services Br)	TREASURY 7	730
Ontario Women's Directorate (Corporate Services Br)	WOMEN 6	738
Operations, Regional (Administrative Services)	MTO 54	716
adoption		
children, family law	ATT GEN 54	251
disclosure registry	COMSOC 17	312
records	CCR 37	348
Adoption Disclosure Register	COMSOC 17	312
ADP (Assistive Devices Program)	HEALTH 52	491
ADTR (Alcohol and Drug Treatment and Rehabilitation)	COMSOC 4	298
adult education		
credit courses, Open College program	MCC 28	386
non-credit, literacy courses, distance education	EDUC 15	398
adult offenders, counselling	CORRECTIONS 13	356
adults		
adoption, information	COMSOC 17	312
community corrections programs	CORRECTIONS 28	372
services, programs, delivery	COMSOC 6	300
services, programs, delivery	COMSOC 11	302
advertising		
cease and desist orders, appeals, review	CCR 38	348
films, print, approval	CCR 19	335
jobs, Ontario government ministries	MBC 16	176

Key Words	Ministry Code	Page
liquor, regulation	CCR 40	349
permits, provincial highways, signs, buildings, structure	MTO 53	714
permits, signs, utilities, entrances, buildings	MTO 6	700
publications, news releases, special events	MITT 1	525
tourism, campaigns	MTR 19	688
Advertising Review Board	MBC 14	174
Advisory Committee on Environmental Standards	MOE 70	435
Advisory Committee on Sport, Fitness & Recreation Safety	MTR 17	687
affidavits		
certification	MGS 33	454
commissioners, appointments	ATT GEN 29	244
<i>Affirmative Action Prog, SEE Employment Equity Program</i>		
<i>Age of Majority, SEE Ontario Photo Cards</i>		
<i>aged, homes for, SEE homes for the aged</i>		
<i>aged, SEE senior citizens</i>		
agencies, crown, audit	LEGISLATIVE 25	211
Agents and Adjusters Section	MFI 5	439
Aggregate Resources Act	MNR 38	612
Aggregate Resources Act (ARA), administration	MNR 25	591
Aggregate Section	MNR 25	591
aggregate, resources, management, permit	MNR 25	591
aggregate, revenue, collection	MNR 4	581
Agricultural and Food Laboratory Services Br		
Min of Agriculture and Food	AG & FOOD 23	225
Agricultural Representatives Br	AG & FOOD 4	214
Agricultural Research Institute of Ontario	AG & FOOD 41	231
Agricultural Rural Development Agreement	AG & FOOD 8	219
Agricultural Tile Drainage Installation Act	AG & FOOD 11	221
agriculture		
air pollution, damage, investigation	MOE 14	416
business management, education	AG & FOOD 18	223
consumers, general information, referral	AG & FOOD 2	214
engineering, consulting	AG & FOOD 14	221
Four H (4-H) Program, coordination	AG & FOOD 9	220
history, museum	AG & FOOD 19	224
information, education, consultation	AG & FOOD 4	214
information, education, consultation, field offices	AG & FOOD 5	215
information, programs, financial policies	AG & FOOD 8	219
Junior Agricultural Program, coordination	AG & FOOD 9	220

Key Words	Ministry Code	Page
land, interests, non-residents, registration	AG & FOOD 10	220
marketing, economics, research, colleges	AG & FOOD 18	223
organizations, advisory services, resources	AG & FOOD 9	220
products, market development	AG & FOOD 16	222
representatives	AG & FOOD 5	215
research, programs, inquiries	AG & FOOD 41	231
statistics, policy development	AG & FOOD 28	227
<i>see also farms</i>		
Agriculture in the Classroom, resources	AG & FOOD 9	220
AIDS		
audio-visual, publications	HEALTH 38	481
education, policy, consultation	HEALTH 38	481
statistics, trends, monitoring	HEALTH 38	481
AIDS Unit	HEALTH 38	481
air		
analysis, health hazards, industry	LABOUR 27	559
analysis, mines, pits and quarries	LABOUR 30	560
conditions, monitoring, analysis	MOE 36	423
contaminants, environmental, research, measurement, impact	MOE 13	415
emission control devices, applications	MOE 43	427
emissions, standards	MOE 11	415
pollution, automotive, strategy	MOE 13	415
pollution, soils, crops, damage, investigation	MOE 14	416
quality, criteria and standards	MOE 14	416
quality, standards, establishment	MOE 13	415
quality, standards, statistics	MOE 11	415
services, Northern Ontario	NDM 18	623
transportation, provincial policies, aviation matters	MTO 28	706
Air Quality and Meterology Section	MOE 11	415
Air Quality Index	MOE 11	415
Air Resources Br		
Air Quality and Meteorology Section	MOE 11	415
Atmospheric Research and Special Programs Section	MOE 12	415
Emission Technology and Regulation Development Section	MOE 13	415
Phytotoxicology Section	MOE 14	416
air-conditioning mechanics, certification	SKILLS 10	647
aircraft, forest fire protection	MNR 36	611
Aird Scholarship		
disabled, students, colleges, universities	MCU 6	292
airports		
municipalities, financial assistance	MTO 28	706
Northern Ontario, construction, operation	MTO 60	718
Northern Ontario, remote, construction, maintenance, planning	MTO 28	706

Key Words	Ministry Code	Page
alcohol		
addiction, research, education, treatment, consultation	HEALTH 67	499
beverages, consumption, sale, licences, advertising	CCR 40	349
<i>see also liquor, wine</i>		
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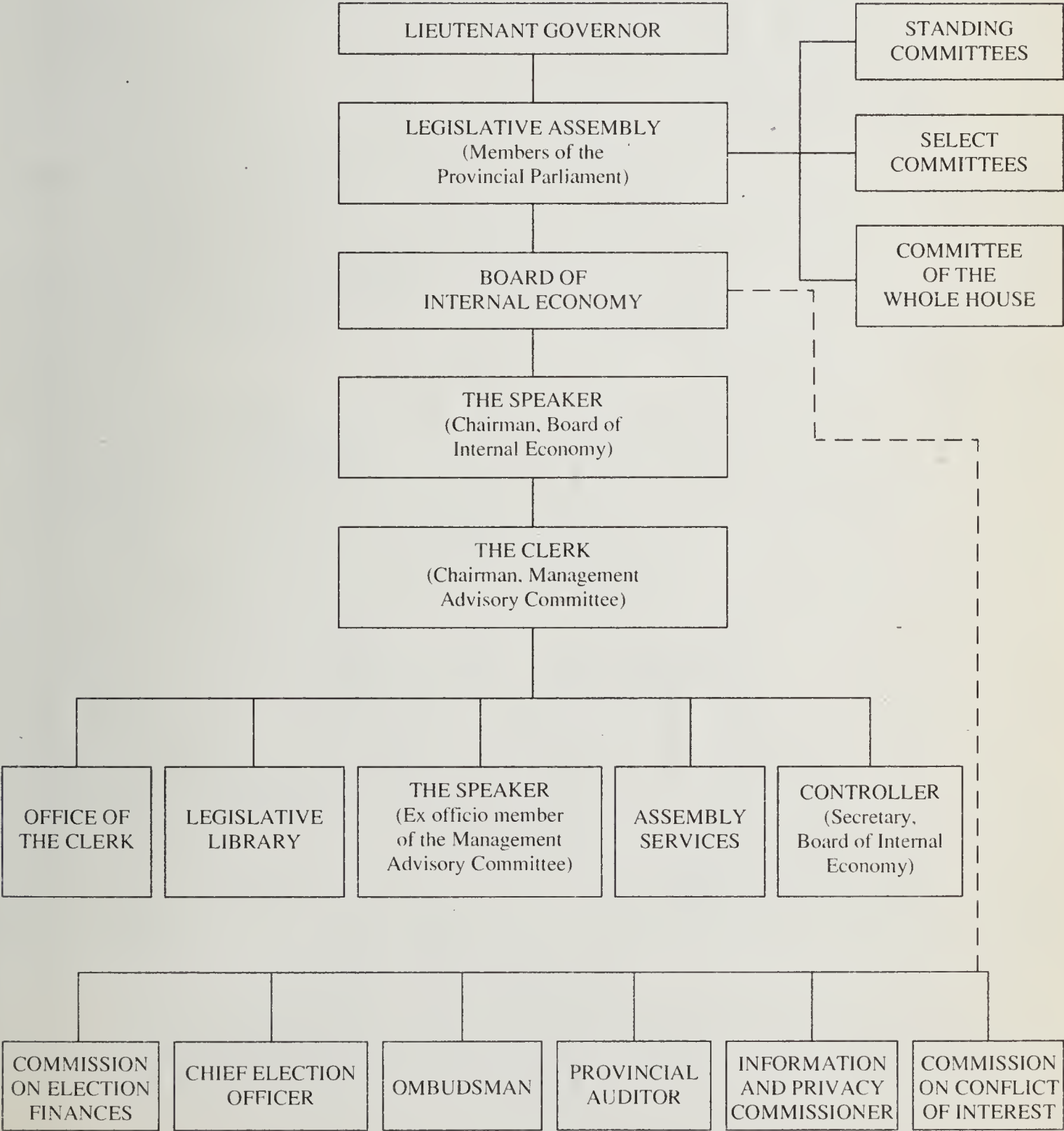
THE ONTARIO PARLIAMENT

PARLIAMENT
(encompasses three areas
of responsibility)

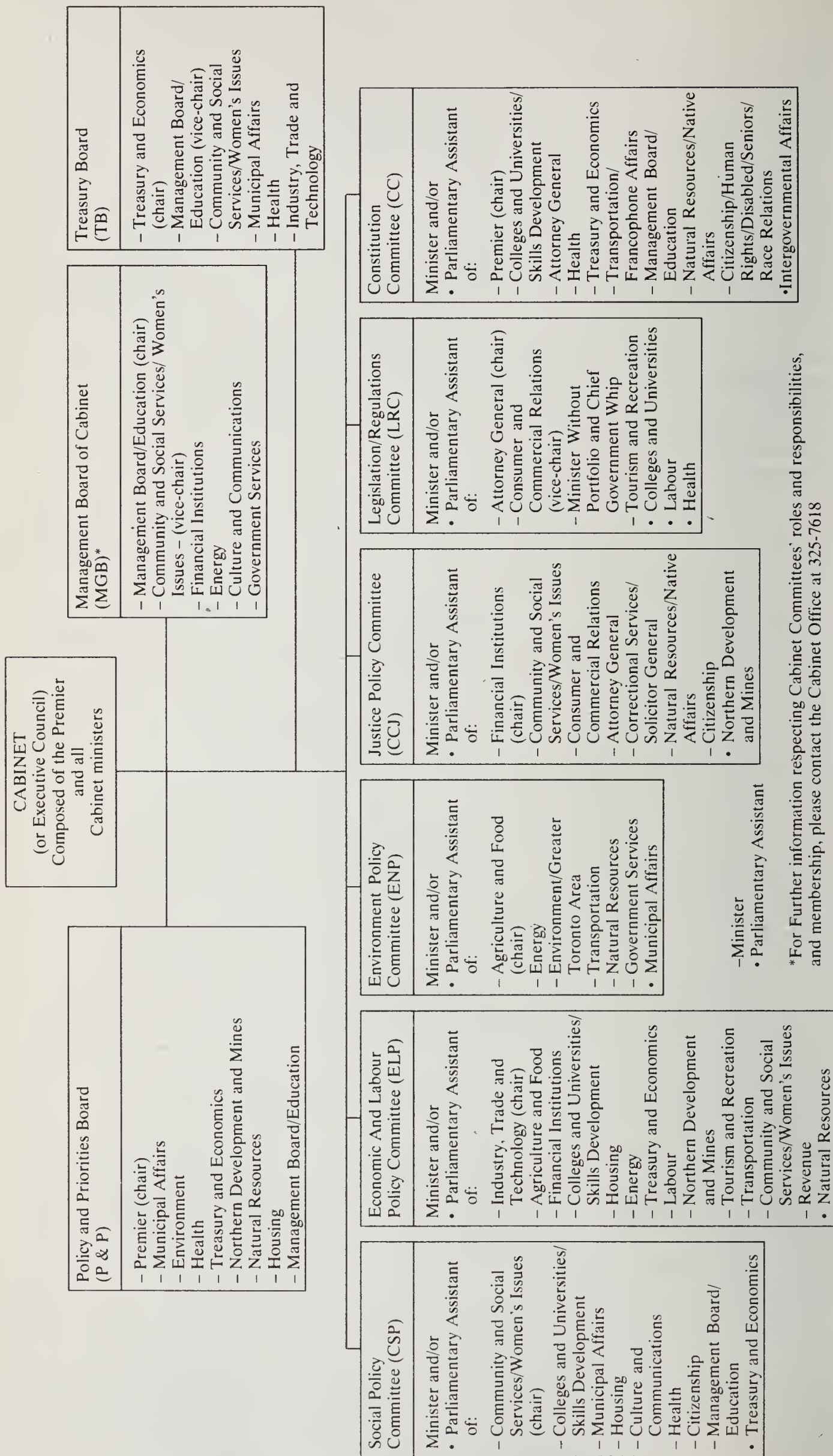
- LEGISLATIVE
- enacts, amends, and repeals legislation
 - authorizes the collection and expenditure of funds
 - debates the policies put forth by the Government

- JUDICIARY
- adjudicates civil and criminal disputes through all levels of courts in the province

- EXECUTIVE
- formulates government policy
 - administers government programs



CABINET AND ITS COMMITTEES



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THE ONTARIO GOVERNMENT

The three major divisions of parliamentary government in Ontario are the Executive, the Legislative and the Judiciary.

Executive: The Queen, represented by the Lieutenant Governor, is the nominal executive and head of state. The Premier and Ministers of the Crown (Cabinet) form the active executive, formulate government policy and administer its programs.

The basic units of the administrative structure headed by the office of the Premier are 28 ministries (e.g., Education, Health, Environment), each responsible to a Minister in Cabinet.

Legislative: The legislative function is the responsibility of the Legislative Assembly composed of elected members, including the Premier and other Ministers. The Assembly performs three main functions: legislative—enacts, amends and repeals legislation; financial—authorizes the imposition of taxes and reviews expenditure estimates; critical—discusses and criticizes policies put forward by the Executive.

Judiciary: The judiciary administers justice by adjudicating civil and criminal disputes through the Ontario courts system constituted by provincial statute. Provincial court judges are appointed provincially by the Lieutenant Governor In Council. County, District and Supreme Court of Ontario judges are appointed federally by the Governor General In Council. Courts administration is the responsibility of the Ministry of the Attorney General.

THE CABINET

CABINET

CABINET 1

Legislative Bldg., Rm. 381
Queen's Park, Toronto M7A 1A1
416-325-7635

The Cabinet, officially called the **Executive Council**, exercises the executive power of the Ontario Government. The Cabinet comprises the Premier, Ministers with responsibility to direct ministries and Ministers without portfolio. The Cabinet Office provides staff support for Cabinet; the Policy and Priorities Board of Cabinet; the Cabinet Committees on Legislation/Regulations, Justice Policy, Economic and Labour Policy, Environment Policy, Social Policy and Constitution; and other committees, as required. For information on the structure of Cabinet (Executive Council) or access to information under the Freedom of Information and Protection of Privacy Act, visit the Cabinet Office at the above address or write to the Freedom of Information Coördinator, Cabinet Office Rm. 2340, Whitney Block, Queen's Park, Toronto M7A 1A1.

WATERFRONT DEVELOPMENT OFFICE

CABINET 2

WaterPark Place, Ste. 1609
20 Bay St.
Toronto M5J 2N8
416-365-3076
Fax 416-365-9406

The Waterfront Development Office was established in 1987 with the appointment of the Special Advisor to the Premier. Its purpose is to encourage the responsible development of the Toronto area waterfront from the eastern boundary of Durham to the western boundary of the Region of Halton. The office acts as the province's liaison point on the

Intergovernmental Waterfront Committee, which consists of the Premier, the Mayor of Toronto, the Metro Chairman, and the Royal Commissioner as Chairman.

**PREMIER'S COUNCIL ON HEALTH, WELL-BEING
AND SOCIAL JUSTICE SECRETARIAT**

CABINET 3

56 Wellesley St. W., 15th Flr.
Toronto M5S 2S3
416-965-1821
Fax 416-324-3545

The Secretariat, established February 1991, supports the research and partnership development activities of the Premier's Council on Health, Well-being and Social Justice. The Council provides expert advice and research to the government and generates public participation to enable the development of a healthier and more just society. The council is also involved in the direction of the **Health Innovation Fund** administered by the Ministry of Health.

**PREMIER'S COUNCIL ON ECONOMIC RENEWAL
SECRETARIAT**

CABINET 4

101 Bloor St. W.
Toronto M5S 1P7
416-326-6754
Fax 416-326-6769

The Secretariat, established February 1991, supports the research and partnership development activities of the Premier's Council on Economic Renewal. The Council provides long-term strategic advice to build and sustain prosperity and improved quality of life in Ontario through economic development and renewal. The council is also involved in the direction of the Ontario Technology Fund administered by the Ministry of Industry, Trade and Technology.

ACTS

ACTS

CABINET 5

The Office of the Premier is responsible for the Acts listed below.

Executive Council Act
Lieutenant Governor Act
Policy and Priorities Board of Cabinet Act
Representation Act

MANAGEMENT BOARD OF CABINET

Frost Building South

Queen's Park, Toronto M7A 1Z6

The Treasury Board, which preceded the Management Board of Cabinet, was first established in 1886 under the Audit Act, and continued from 1954 under the Financial Administration Act. Composed of members of the Executive Council with the Treasurer as Chairman, the Board acted as a committee of the Executive Council on all matters relating to finance, revenues, estimates, expenditures and financial commitments.

Amending legislation of 1956 and later years provided that the Board have a Secretary with a staff. The Treasury Board Secretariat came to function as a department.

In December, 1971, the Management Board of Cabinet and its Secretariat were established under the Management Board of Cabinet Act.

MANAGEMENT BOARD OF CABINET

MANAGEMENT BOARD OF CABINET

MBC 1

Frost Bldg. S., 7th Flr.

Queen's Park, Toronto M7A 1Z6

416-327-2000

The Management Board of Cabinet is the Committee of Cabinet responsible for the management of the public service and the operations of government. The Board operates under the authority of the Management Board of Cabinet Act, and officially represents the Government of Ontario as the employer of its public servants. The Board comprises a Chair (327-2020), a Vice-Chair and four to six other members of the Executive Council designated by the Lieutenant-Governor-in-Council.

MANAGEMENT BOARD SECRETARIAT

MANAGEMENT BOARD SECRETARIAT

MBC 2

Frost Bldg. S., 7th Flr.

Queen's Park, Toronto M7A 1Z6

416-327-2000

The Management Board Secretariat provides policy advice and administrative support to the Management Board of Cabinet. The Office of the Secretary directs the policy formulation process and administration of the Secretariat. Divisions and branches are described in the entries that follow.

LEGAL SERVICES BRANCH

MBC 3

Frost Bldg. S., 2nd Flr.

Queen's Park, Toronto M7A 1Z5

416-325-9393

Fax 416-325-9404

This branch provides legal services to the Management Board Secretariat. It counsels the Secretariat on the drafting and interpretation of statutes, regulations and collective agreements; provides advice and litigates cases relating to labour relations and employment law matters; and contributes to policy development. General legal services include settling claims, drafting agreements and preparing and processing orders in council.

Branch staff are seconded from the Ministry of the Attorney General.

EMPLOYEE RELATIONS AND COMPENSATION DIVISION**EMPLOYEE RELATIONS AND COMPENSATION
DIVISION**

MBC 4

Frost Bldg. S., 3rd Flr.
Queen's Park, Toronto M7A 1Z5
416-325-1530
Fax 416-325-1393

This division is responsible for corporate policies and programs which enable the Government of Ontario to realize its role as a fair employer in matters relating to employee relations and compensation. It develops and maintains a corporate classification system; it negotiates collective agreements on behalf of Management Board of Cabinet; and it assists ministries in the handling of grievances. It promotes positive labour-management relations across the Ontario Public Services and it develops and maintains compensation policies and programs in the areas of pay, pensions and benefits.

EMPLOYEE RELATIONS BRANCH

MBC 5

Frost Bldg. S., 3rd Flr.
Toronto M7A 1Z5
416-325-1475
Fax 416-325-1483

The Employee Relations Branch represents the Crown as the employer in all **collective bargaining** in the **Ontario Public Service**. Responsibilities include determining and coordinating **labour relations** policy in all ministries. The Health and Safety Section coordinates Occupational Health and Safety policy in the Ontario Public Service, and provides advice to the employer.

COMPENSATION PROGRAMS BRANCH

MBC 6

5 Park Home Ave., 5th Flr.
North York M2N 6L4
416-395-1600
Fax 416-395-1614

The branch is responsible for classification, **pay** and benefits policies and programs for all bargaining unit, management excluded and senior management positions in the **Ontario Public Service (OPS)**. Responsibilities include implementing and maintaining classification programs, the senior management compensation plan, pay policy and supporting systems, benefit plans and recommending pay revisions. The branch also maintains pay equity for all government employees.

COMPENSATION POLICY BRANCH

MBC 7

5 Park Home Ave., 2nd Flr.
North York M2N 6L4
416-327-8400
Fax 416-327-8402

The Compensation Policy Branch is responsible for the development and implementation of corporate policies and initiatives regarding employees' total compensation package.

Pensions Policy is responsible for the development of policy for the **Public Service Pension Plan** as set out in the **Public Services Pension Act**, 1989. For questions on the administration of the pension plan and the plan members' individual entitlement, call the benefits coordinator in the respective Ministry's personnel branch.

Actuarial Services provides a consulting service of a technical and policy development nature to help assure benefit and pension programs are well designed, appropriately funded and properly administered. It may extend this service to other ministries and agencies where actuarial methodology is applicable to their programs.

Compensation Research is responsible for the collection and analysis of external market data and economic conditions which effect and influence the **compensation** practices and conditions of employment in the Ontario Public Service (OPS). The section also responds to all external enquiries regarding OPS compensation and supports the Employee Relations Branch in negotiations.

Pay and Compensation Policy is responsible for the development of strategic policy on total compensation questions of concern to the government as the employer.

Compensation Data assists and advises regarding equipment and software to best suit end users needs within the branch.

Bargaining Unit Overhaul is responsible for developing a new job evaluation system for employees represented by the **Ontario Public Service Employees Union**.

HUMAN RESOURCES AND LEADERSHIP PLANNING DIVISION

HUMAN RESOURCES AND LEADERSHIP PLANNING DIVISION

MBC 8

790 Bay St., 10th Flr., Ste. 1004
Toronto M7A 1Y7
416-325-1610
Fax 416-325-1612

The division provides corporate leadership, workforce employment equity and human resources policy, planning and education. It delivers the corporate workforce and employment equity program; and provides human resource services to the Ontario Public Service senior management. The division also manages employment funds and provides personnel services for the Management Board Secretariat. As well, the division is responsible for French training and evaluation, GO Temp Services and employment information to the public.

EMPLOYEE SERVICES BRANCH

MBC 9

252 Bloor St. W., 11th Flr.
Toronto M5S 1V5
416-325-0074
416-325-1695 (TDD)
Fax 416-325-0230

The branch delivers services such as French language training and evaluation, the Government of Ontario (G.O.) Temporary Help Service, as well as collecting and analyzing information on staffing activity across the Ontario Public Service, providing employment information to people and organizations outside the service and coordinating the placement of surplus staff or staff returning from long term disability. The branch also provides human resource management services to the Management Board Secretariat and is responsible for the development of a human resources plan associated with the Ontario Government Ministries Relocation Program.

Human Resources Services provides advice, expertise and consultation on the full range of human resources management and administration matters: interpretation of corporate pol-

icies, programs and practices; Strategies for Renewal; Employment Equity; and Pension and Benefits.

Ministers' Staff Administration Office (325-9119) provides administrative support to the Office of the Premier through the development, implementation, maintenance and delivery of an employment and compensation program for contract staff of all Cabinet Ministers and Parliamentary Assistants.

The Office of the French Language Coordinator (325-0213) advises the senior management of the Management Board Secretariat on all matters pertaining to the **French Language Services Act**.

French Training and Evaluation Service (325-0211) offers a variety of **French** language training courses, and a language proficiency evaluation service to Government of Ontario employees. The section also provides consulting assistance to ministries in meeting their language training objectives.

Employment Information Services (325-1688) provides employment information and advice to the public, and maintains a **Central Resource Bank** of qualified job applicants for use by ministries when filling staffing requirements.

Redeployment Services (325-1435) provides advice and coordination in special staffing situations, such as redeployment of staff who are surplus or returning from long-term disability.

G.O. Temporary Help Service (325-1700) provides persons for temporary work assignments in ministries, agencies, boards and commissions of the Ontario Public Service.

Human Resources/Relocation Unit (325-1425) is responsible for the development of a human resources plan associated with the Ontario Government Ministries Relocation Program.

WORKFORCE PLANNING AND EMPLOYMENT

MBC 10

EQUITY BRANCH

Frost Bldg. S., 2nd Flr.

Queen's Park, Toronto M7A 1Z5

416-325-3100

Fax 416-325-1306

The Workforce Planning and Employment Equity Branch is responsible for the development of strategic human resource directions and policy for the Ontario Public Service. To this end, the branch coordinates **Strategies for Renewal**, the Ontario Public Service's central human resources planning exercise. The branch develops corporate staffing policies and manages employment-related initiatives such as the **Summer Experience Program** and the **Ontario-Quebec Summer Experience Program**.

The branch is also responsible for the effective management of the Ontario Public Service **Employment Equity Program**. The branch formulates employment equity policy, establishes corporate goals and timetables, develops programs and special measures for aboriginal peoples, persons with disabilities, francophones, racial minorities and women; and monitors corporate performance. As part of these activities, extensive outreach and consultation is done with external organizations representing the interests of the employment equity designated groups and other jurisdictions involved in the employment equity programs. The branch also administers the **Ontario Public Service Employment Equity Fund** and the **Employment Equity Internship Program**.

**LEADERSHIP AND EDUCATION PROGRAMS
BRANCH**

MBC 11

790 Bay St., Ste. 1001
Toronto M7A 1Y7
416-325-1750
Fax 416-325-1753

The branch offers a variety of corporate education and leadership courses, seminars and developmental opportunities to the senior management group of the Ontario Public Service. It also provides recruitment, human resources planning, career counselling and consulting services to client ministries and senior managers.

The programs address the government's policy and program agenda, key human resources training needs and the development of senior management within the Ontario Public Service.

STRATEGIC EDUCATION AND DEVELOPMENT

MBC 12

790 Bay St., Ste. 1004
Toronto M7A 1Y7
416-325-1620
Fax 416-325-1612

Strategic Education and Development provides a focus for the development of leadership planning and education strategies which support the government's business agenda. The office works with senior managers and leadership development specialists in the public and private sectors. It ensures that strategies are in place for government senior managers to acquire the knowledge, skills and experience necessary for effective performance and personally satisfying careers. The office maintains a library of materials of interest to government senior managers and people in the leadership development community.

INFORMATION TECHNOLOGY DIVISION

INFORMATION TECHNOLOGY DIVISION

MBC 13

56 Wellesley St. W., 4th Flr.
Toronto M7A 1Z6
416-327-2121

The Information Technology Division develops and supports corporate administrative policies, strategies and plans which encourage the effective use of information technology in the Ontario Government.

The division also advises the Chairman and Secretary of the Management Board of Cabinet on information technology issues.

MANAGEMENT POLICY DIVISION

MANAGEMENT POLICY DIVISION

MBC 14

Frost Bldg. S., 6th Flr.
Queen's Park, Toronto M7A 1Z6
416-327-2030

The division's main objective is to develop and maintain a framework of management policies which will ensure that ministries, agencies, boards and commissions administer their programs effectively and efficiently.

All management policies are approved by Management Board, and included in the Management Board of Cabinet **Directives and Guidelines** (327-2053) which the division publishes. Policies deal with the procurement of goods and services, real property, creative services, agency administration, employee expenses and the **Visual Identity Program** (327-2062).

The division also provides advice and consultation on the organizational design of the Ontario Public Service's and the organizational implications of new government policies and programs or Cabinet submissions.

The Freedom of Information and Privacy Branch administers the **Freedom of Information** (327-2031) and Protection of Individual Privacy Act. The branch has an extensive training program, produces a manual on the legal and policy interpretation, and provides corporate services, legal advice and opinions, and liaises with ministries and agencies.

Services provided to the public include the publication of bilingual Directories of Records and Institutions, as well as, processing Freedom of Information and Individual Privacy Protection requests received by the Management Board Secretariat.

The **Municipal Freedom of Information and Protection of Privacy Act** came into effect for local government bodies on January 1, 1991. In order to ensure that the Act is administratively effective for the local government environment, a consultation process was held to discuss the Act's provisions with representatives of municipalities and local boards. A variety of bilingual publications, to assist municipalities with implementing the new Act, are also available.

The **Advertising Review Board** (ARB) (327-2183) is a central administrative body responsible for ensuring that all advertising and creative communications services supplied to the Ontario government are acquired in the fairest and most equitable manner. Contracts for these services are awarded through open competitions. The ARB also evaluates new advertising and communication campaigns, manages the province's agencies of record and administers the Government Information/Communication Program.

STRATEGIC MANAGEMENT AND SERVICES DIVISION

STRATEGIC MANAGEMENT AND SERVICES DIVISION

MBC 15

Frost Bldg. S., 3rd Flr.
Queen's Park, Toronto M7A 1Z5
416-325-1390
Fax 416-325-1393

This division ensures that the Management Board Secretariat is soundly managed, and strategic issues and policy development activities are coordinated. It also coordinates linkages between Management Board and Treasury Board, Policy and Priorities Board and other Cabinet Committees.

The division is responsible for strategic, financial, operational and technological planning. In addition, it coordinates internal administrative services for the Management Board Secretariat, and provides information technology support to the Expenditure Management Division of Treasury and Economics, as well as, to the Management Board Secretariat.

The division also provides communications support for the Management Board Secretariat and administrative support for the Quarter Century Club (QCC). It publishes newspapers (topical, jobmart), newsletters (Human Resources (HR), QCC Today, and Ad Talk) and places external recruitment advertising for the entire Ontario Public Service.

CORPORATE POLICY COORDINATION AND
COMMUNICATIONS BRANCH

MBC 16

Frost Bldg. S., 2nd Flr.
Queen's Park, Toronto M7A 1Z5
416-325-1352
Fax 416-325-1449

The branch includes the Planning and Coordination Section, Marketing and Communications Section and Publications and Recruitment Advertising. Support is also given to the **Quarter Century Club** of the Province of Ontario (965-5761).

The Planning and Coordination Section (965-4246) is responsible for the coordination of policy and program activities. The section also liaises with Cabinet, Management Board of Cabinet and the Freedom of Information Office. Leadership is provided for strategic and operational planning processes.

The Marketing and Communications Services Section (965-6403) provides marketing, communications and creative services. It supports the Human Resources Secretariat's staff in their program responsibilities and in the achievement of strategic goals.

The Publications and Recruitment Advertising Section (965-5621) publishes **topical**, the employee newspaper of the Ontario Civil Service and coordinates and processes personnel **advertising** in **jobmart** and external media, on behalf of Ontario Government ministries and agencies.

Graphic arts and publishing advice and production are provided on request.

TECHNOLOGY AND INFORMATION
MANAGEMENT BRANCH

MBC 17

Frost Bldg. S., 1st Flr.
Queen's Park, Toronto M7A 1Z5
416-325-1399
Fax 416-325-1420

Technology Planning and Services Section (965-1401) is responsible for strategic technology planning and the maintenance of a technology infrastructure. The section provides integrated office systems, user computing support, technologies research and evaluation, communications facilities, for Management Board Secretariat and the Expenditures Management Division of the Ministry of Treasury and Economics.

Systems Services Section (965-1404) supports policy development and human resources program delivery by developing "ad hoc" mainframe applications; and provides "ad hoc" reports and data analysis from existing systems. The section extracts data from IPPEBS and other sources to report on the population of the Ontario Public Service.

Information Resources Management Section (965-1485) is responsible for the management of Management Board Secretariat data and the establishment of data and security standards. The section also develops data management policies and undertakes analysis of the Management Board Secretariat data requirements.

FINANCIAL MANAGEMENT AND PLANNING SECTION

MBC 18

101 Bloor St. W., 8th Flr.
Toronto M5S 1P7
416-325-6300
Fax 416-325-6311

This section is responsible for leading financial and operational planning processes, providing advice and support in financial management and planning, enhancing financial management capabilities/tools, coordinating the estimates process and managing the support arrangement with Treasury and Economics regarding financial services.

MANAGEMENT SERVICES AND SUPPORT SECTION

MBC 19

101 Bloor St. W., 8th Flr.
Toronto M5S 1P7
416-325-6300
Fax 416-325-6311

This section is responsible for the planning and coordination of accommodation changes, administrative policies, practices and procedures, systems to support management effectiveness, liaison with the Ministry of Treasury and Economics related to accommodation, parking, records management, telecommunications, moveable assets control and internal audit and the provision of administrative support for corporate projects.

CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION

MBC 20

101 Bloor St. W., Ste. 504
Toronto M5S 1P7
416-325-6314
Fax 416-325-6317

The Civil Service Commission performs a variety of regulatory and adjudicative functions, oversees and reports on the government's performance as an employer, with particular emphasis on compliance with the Public Service Act and maintenance of the merit principle. Authority for policy development and administration, with respect to human resources management, has been delegated. A small public reading room is located in the offices of the Commission.

ACTS

ACTS

MBC 21

The Management Board of Cabinet is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the communications branch.

Freedom of Information and Protection of Privacy Act, 1987
Management Board of Cabinet Act
Municipal Freedom of Information and Protection of Privacy Act, 1989
Public Service Act
Public Service Pension Act, 1989
Successor Rights (Crown Transfers) Act

Superannuation Adjustment Benefits Act

LEGISLATIVE OFFICES

Legislative Building

Queen's Park, Toronto M7A 1A2

LEGISLATIVE ASSEMBLY

LEGISLATIVE 1

The Legislative Assembly, commonly called the House, consists of 130 **Members of Provincial Parliament** (MPPs) elected to represent the people in their constituencies. The Assembly performs legislative, financial and critical functions. It considers proposals for **legislation** or **bills**; enacts, amends and repeals legislation; authorizes the collection of funds from the people of Ontario; and criticizes the policies put forth by the Premier and the Cabinet. As the presiding officer, the Speaker of the Assembly is responsible for both the policy and operations of the Legislature. The Clerk of the Assembly, in the capacity of principal permanent officer, provides the Speaker and MPPs with procedural advice.

Another important feature of the Assembly, designed to enhance the legislative process, is the committee system. Three types of committees, commonly known as Standing Committees, Select Committees and the Committee of the Whole House, review legislation, scrutinize budget estimates, and undertake special studies or investigations.

Standing Committees, composed of Members drawn from each political party, are created by the standing orders and given specific areas of jurisdiction. Committees meet while the Legislative Assembly is in session, during adjournments and recesses, and report from time to time on matters referred to them.

Select Committees are appointed on an ad hoc basis by the Legislative Assembly to inquire into specific issues. A Select Committee composed of members from each political party is dissolved once its task is completed.

Committee of the Whole House refers to the Legislative Assembly when it meets in the Legislative Chamber as a committee to consider matters such as bills after they have received second reading. The Deputy Speaker who is also the Chair of the Committee of the Whole House presides over this committee.

Information on select and standing committees may be obtained from the Committees Branch, Room 1521, Whitney Block, Queen's Park, Toronto M7A 1A2 (416-325-3500).

Members of Provincial Parliament, **Constituency offices** and Queen's Park addresses are listed below.

MEMBER/CONSTITUENCY

Don Abel, NDP
(*Wentworth North*)

113 King St. W.
Dundas L9H 1V1

416-628-6558

Fax 416-628-6322

If long distance dial

1-800-667-4562

Zanana Akande, NDP

(*St. Andrew-St. Patrick*)

720 Spadina Ave., Ste. 103

Toronto M5S 2T9

416-323-3533

Fax 416-323-3685

A9Hon. Richard Allen, NDP

(*Hamilton West*)

196 Locke St. S.

Hamilton L8P 4B4

416-527-2556

Fax 416-527-2570

Ted Arnott, PC
(Wellington)
148 George St.
P. O. Box 659
Arthur N0G 1A0
519-848-6255
Fax 519-848-6255
If long distance dial
1-800-265-2366

Charles Beer, LIB
(York North)
14993 Yonge St.
Aurora L4G 1M5
416-727-1985
Fax 416-727-0824

Gilles Bisson, NDP
(Cochrane South)
142 Algonquin E.
Timmins P4N 1A7
705-268-6236
Fax 705-268-7122

Hon. Marion Boyd, NDP
(London Centre)
Centretown Mall
637 Dundas St. E.
London N5W 2Z1
519-433-6631
Fax 519-433-3248

Jim Bradley, LIB
(St. Catharines)
2 Secord Dr., Unit 2
St. Catharines L2N 1K8
416-935-0018
Fax 416-935-0191

Mike Brown, LIB
(Algoima-Manitoulin)
Algo Centre Mall
151 Ontario Ave.
Elliot Lake P5A 2T2
705-461-9710
Fax 705-461-9720 and

71 Centre St.
Box 1455
Espanola P0P 1C0
705-869-4146 and

11 Robinson St.
Box 819
Little Current P0P 1K0
705-368-2227

Hon. Elmer Buchanan, NDP
(Hastings-Peterborough)
29 Forsyth St.
Marmora K0K 2M0
613-472-5901
Fax 613-472-5907
If long distance dial
1-800-461-5762

Robert V. Callahan, LIB
(Brampton South)
24 Queen St. E., Ste. 305
Brampton L6V 1A3
416-453-8453
Fax 416-453-2693

Elinor Caplan, LIB
(Oriole)
30 Esterbrooke Ave., Ste. 100
North York M2J 2C4
416-494-6856
Fax 416-494-2440

Gary Carr, PC
(Oakville South)
22 Lakeshore Rd. W.
Oakville L6K 1C5
416-842-5592

Jenny Carter, NDP
(Peterborough)
193 Simcoe St., Unit 3
Peterborough K9J 2H6
705-742-3777
Fax 705-742-1822

Hon. Brian Charlton, NDP
(Hamilton Mountain)
688 Queensdale Ave. E., 2nd Flr.
Hamilton L8V 1M1
416-388-9734
Fax 416-388-7862

Bob Chiarelli, LIB
(Ottawa West)
 2249 Carling Ave., Ste. 404
Ottawa K2B 7E9
 613-596-2016
 Fax 613-596-9744

David Christopherson, NDP
(Hamilton Centre)
 346 Main St. E.
Hamilton L8N 1J1
 416-529-1277
 Fax 416-529-1280

Hon. Marilyn Churley, NDP
(Riverdale)
 517 Pape Ave.
Toronto M4K 3R3
 416-461-0223
 Fax 416-461-9542

John Cleary, LIB
(Cornwall)
 404 Montreal Rd.
Cornwall K6H 1B7
 613-933-6513
 Fax 613-933-6449

Sean G. Conway, LIB
(Renfrew North)
 203 Renfrew St.
Pembroke K8A 5S2
 613-735-6627
 Fax 613-735-6692
 If long distance ask
 operator for Zenith 20970

Hon. Dave Cooke, NDP
(Windsor-Riverside)
 4848 Tecumseh Rd.
Windsor N8T 1B8
 519-944-4343
 Fax 519-944-4456

Mike Cooper, NDP
(Kitchener-Wilmot)
 1077 Weber St. E., Unit 4
Kitchener N2A 3Y4
 519-748-5598
 Fax 519-748-6615

Hon. Shirley Coppen, NDP
(Niagara South)
 Portal Village Market
 508 Steele St., Unit 3
Port Colbourne L3K 6A7
 416-835-8342
 Fax 416-835-1381
 If long distance dial
 1-800-665-3697

Joseph Cordiano, LIB
(Lawrence)
 2958 Dufferin St.
North York M6B 3S9
 416-785-3520
 Fax 416-785-4524

W. Donald Cousens, PC
(Markham)
 8444 Woodbine Ave.
Markham L3R 4X7
 416-475-0021
 Fax 416-475-3629

Dianne E. Cunningham, PC
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 1135 Adelaide St. N., Unit 119
London N5Y 5K7
 519-432-7339
 Fax 519-432-0613

Alvin Curling, LIB
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Scarborough M1S 4Z4
 416-297-5040
 Fax 416-297-6767

George Dadamo, NDP
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 2435 Dougall Ave.
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 Fax 519-972-8759

Dr. Hans Daigeler, LIB
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 Greenbank Sq., 2nd Flr.
 250B Greenbank Rd.
Nepean K2H 8X4
 613-596-5685
 Fax 613-596-5199

Dennis Drainville, NDP
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 189 Kent St. W., Ste. 203
Lindsay K9V 5G6
 705-324-6654
 Fax 705-324-6692
 If long distance dial
 1-800-461-7672

Noel Duignan, NDP
(Halton North)
 751 Main St. E., Unit 1
Milton L9T 3Z3
 416-878-1729
 Fax 416-878-5144 and

37 Main St. S.
Georgetown L7G 3G2
 416-873-7417

Murray Elston, LIB
(Bruce)
 795 Queen St.
Kincardine N2Z 2Y9
 519-396-4735

Ernie L. Eves, PC
(Parry Sound)
 159 Marie St.
 P. O. Box 490
South River P0A 1X0
 705-386-0091
 Fax 705-386-0701
 If long distance dial
 1-800-461-7511 and

7 Miller St.
Parry Sound P2A 1S7
 705-746-4266

Mike Farnan, NDP
(Cambridge)
 152 Main St.
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 Fax 519-623-3250

Joan Fawcett, LIB
(Northumberland)
 1005 William St., Ste. 303.
Cobourg K9A 5J4
 416-372-4000
 Fax 416-372-1672
 If long distance dial
 1-800-263-3980

Hon. Will Ferguson, NDP
(Kitchener)
 176 Victoria St. N.
Kitchener N2H 5C6
 519-579-5460
 Fax 519-579-2121

Derek Fletcher, NDP
(Guelph)
 Park Mall, Ste. 201 C
 2 Quebec St.
Guelph N1H 2T3
 519-836-4190
 Fax 519-836-4191

Robert Frankford, NDP
(Scarborough East)
 4403 Kingston Rd., Unit 6A
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 Fax 416-281-2360

Hon. Evelyn Gigantes, NDP
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 Fax 613-237-3067

Bernard C. Grandmaître, LIB
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 150 Montreal Rd., Rm. 208
Vanier K1L 8H2
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 Fax 613-744-0889

Hon. Ruth Grier, NDP
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 2800 Lakeshore Blvd. W.
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 Fax 416-259-3704

Christel Haeck, NDP
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 121 Queenston St., Unit 4
St. Catharines L2R 2Z6
 416-988-9339
 Fax 416-988-9344

Hon. Howard Hampton, NDP
(Rainy River)
 205 Main St.
Atikokan P0T 1C0
 807-597-2629
 Fax 807-597-2402 and

207 3rd St. E.
Fort Frances P9A 1P7
 807-274-7619
 Fax 807-274-3721
 If long distance dial
 1-800-465-8501 and

R. R. 1, Site 18A, Box 37
Dryden P8N 2Y4
 807-938-6519
 Fax 807-938-6438

Ron Hansen, NDP
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 Box 4000
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 Fax 416-562-3744

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 Newtonbrook Plaza
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Margaret Harrington, NDP
(Niagara Falls)
 4582 Queen St.
Niagara Falls L2E 2L6
 416-357-0681
 Fax 416-357-9456

Michael D. Harris, PC
(Nipissing)
 374 Fraser St., Ste. 1
North Bay P1B 3W7
 705-474-8340
 Fax 705-474-9747
 If long distance ask
 operator for Zenith 32580 and

229 Main St., 2nd Flr.
Sturgeon Falls P0H 2G0
 If long Distance ask
 operator for Zenith 32580

Hon. Karen Haslam, NDP
(Perth)
 156 Huron St.
Stratford N5A 5S8
 519-272-0660
 Fax 519-272-1064
 If long distance dial
 1-800-461-9701

Pat Hayes, NDP
(Essex-Kent)
 578 Notre Dame St.
 P. O. Box 100
Belle River N0P 1A0
 519-728-4100
 Fax 519-728-3149
 If long distance dial
 1-800-265-3992 and

82 Erie St. S.
 P. O. Box 189
Ridgetown N0P 2C0
 519-674-0966
 Fax 519-674-5018

Dr. James Henderson, LIB
(Etobicoke-Humber)
 3065 Bloor St. W.
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 416-236-2702

Randy Hope, NDP
(Chatham-Kent)
 59 Adelaide St. S.
Chatham N7M 4R1
 519-351-3713
 Fax 519-351-8202

Bob Huget, NDP
(Sarnia)

Seaway Towers
155 North Front St.
Sarnia N7T 7V5
519-337-0051
519-337-0053

Cameron Jackson, PC
(Burlington South)

460 Brant St., Unit 23
Burlington L7R 4B6
416-639-7924
Fax 416-639-3284

Norm Jamison, NDP
(Norfolk)

84 Norfolk St. N., Rear Entrance
Simcoe N3Y 3N7
519-428-0446
Fax 519-428-0835
If long distance dial
1-800-461-3090

Paul Johnson, NDP
(Prince Edward-Lennox-South Hastings)

Towne Mall
Main St.
P. O. Box 660
Picton K0K 2T0
613-476-6732
Fax 613-476-6712
If long distance dial
1-800-267-3178 and

110 John St.
Napanee K7R 1R2
613-354-4368

Leo Jordan, PC
(Lanark-Renfrew)

10 Sunset Blvd.
Perth K7H 2Y2
613-267-5210
Fax 613-267-7262
If long distance dial
1-800-465-3766 and

Renfrew Mall
740 Stewart St. N., Unit 8C
Renfrew K7V 4G8
613-432-3206
Fax 613-432-5686
If long distance dial
1-800-267-5877

Paul Klopp, NDP
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Fax 519-482-5405
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1-800-668-9320

Peter Kormos, NDP
(Welland-Thorold)

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Welland L3B 3W7
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Fax 416-732-9782

Monte Kwinter, LIB
(Wilson Heights)

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Downsview M3H 2V7
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Fax 416-630-8828

Hon. Frances Lankin, NDP
(Beaches-Woodbine)

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Toronto M4C 1J6
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Fax 416-421-3741

Hon. Floyd Laughren, NDP
(Nickel Belt)

125 Errington St.
Box 808
Chelmsford P0M 1L0
705-855-3531/4366
Fax 705-855-9290
If long distance ask
operator for Zenith 44270

Wayne Lessard, NDP
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 1109 Tecumseh Rd. E.
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 Fax 519-973-7694

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Hamilton L8K 1E3
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 Fax 416-544-5152

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 4166 Petrolia St.
Petrolia N0N 1R0
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 Fax 519-882-3939

Steve Mahoney, LIB
(Mississauga West)
 1140 Burnhamthorpe Rd. W., Ste. 126
Mississauga L5C 4E9
 416-897-8815
 Fax 416-566-5264

Gary Malkowski, NDP
(York East)
 196 O'Connor Dr.
Toronto M4J 2T1
 416-425-4560
 416-425-2329 (TDD)
 Fax 416-425-5846

George Mammoliti, NDP
(Yorkview)
 2300 Finch Ave. W., Unit 42
Weston M9M 2Y3
 416-743-7272
 Fax 416-743-3292

Remo Mancini, LIB
(Essex South)
 21 Princess St.
Leamington N8H 2X8
 519-326-2031
 Fax 519-326-4545
 If long distance dial
 1-800-256-5344

Rosario Marchese, NDP
(Fort York)
 854 Dundas St. W.
Toronto M6J 1V5
 416-363-9664
 Fax 416-363-0835

Margaret Marland, PC
(Mississauga South)
 1523 Hurontario St.
Mississauga L5G 3H7
 416-278-1557
 Fax 416-278-1525

Hon. Shelley Martel, NDP
(Sudbury East)
 Hanmer Valley Shopping Plaza
 Hwy. 69 N.
Hanmer P0M 1Y0
 705-969-3621
 Fax 705-969-3538
 If long distance ask
 operator for Zenith 52970

Tony Martin, NDP
(Sault Ste. Marie)
 172 Gore St.
Sault Ste. Marie P6A 1M2
 705-949-3687/6959
 Fax 705-949-5561

Irene Mathyssen, NDP
(Middlesex)
 1905 Oxford St. E.
London N5V 2Z7
 519-457-3110
 Fax 519-455-3654
 If long distance dial
 1-800-265-1524 and
 109 Front St. E.
Strathroy N7G 1Y8
 519-245-4840

Carman McClelland, LIB
(Brampton North)
 Conestoga Sq.
 380 Bovaird Dr., Unit 28
Brampton L6Z 2S8
 416-840-9244
 Fax 416-840-7845

Dalton McGuinty, LIB
(Ottawa South)
1785 Kilborn Ave.
Ottawa K1H 6N1
613-736-9573
Fax 613-736-7374

Allan McLean, PC
(Simcoe East)
41 Coldwater St. E.
Box 2320
Orillia L3V 6S2
705-326-3246
705-835-3244
Fax 705-326-9579 and

29 Main St.
Penetanguishene L0K 1P0
705-549-4521

Lyn McLeod, LIB
(Fort William)
Victoriaville Centre
709 Victoria Ave. E.
Thunder Bay P7C 3V4
807-623-9237
Fax 807-623-4983

Frank Miclash, LIB
(Kenora)
Kenora Market Sq.
100 Chipman St.
Kenora P9N 4E4
807-468-6311
Fax 807-468-4604
If long distance dial
1-800-465-5302 and

81 Duke St.
Dryden P8N 1G2
807-223-5000

Gord Mills, NDP
(Durham East)
68 King St. E.
Bowmanville L1C 3X2
416-697-1501
Fax 416-697-1506
If long distance dial
1-800-661-2433

Gilles E. Morin, LIB
(Carleton East)
2057 Meadowbrooke Rd.
Gloucester K1B 4W7
613-749-9941
Fax 613-749-1057

Mark Morrow, NDP
(Wentworth East)
2 King St. E.
Stoney Creek L8G 1J8
416-662-4442
Fax 416-662-2313

Bill Murdoch, PC
(Grey)
281 9th St. E.
Owen Sound N4K 1N8
519-371-2421
Fax 519-371-0953 and

36 Toronto St. S.
Markdale NOC 1H0
519-986-2510

Sharon Murdock, NDP
(Sudbury)
66 Elm St., Ste. 201
Sudbury P3C 1R8
705-675-1914
Fax 705-675-1456

Hon. Peter North, NDP
(Elgin)
542 Talbot St.
St. Thomas N5P 1C4
519-631-0666
Fax 519-631-9478

Larry O'Connor, NDP
(Durham-York)
133A High St.
Sutton L0E 1R0
416-722-7212
Fax 416-722-7214
If long distance dial
1-800-263-7411

Steven Offer, LIB
(Mississauga North)
 Trinity Market
 63 Queen St. S., Unit 10
Streetsville L5M 3S9
 416-826-7200
 Fax 416-826-4553

Hugh P. O'Neil, LIB
(Quinte)
 5 Stewart St.
Trenton K8V 6H5
 613-392-3038 and

c/o Century Place
 199 Front St. S., Ste. 201
Belleville K8N 5H5
 613-962-1144

Yvonne O'Neill, LIB
(Ottawa Rideau)
 2435 Bank St.
Ottawa K1V 8R9
 613-738-7768
 Fax 613-738-5343

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 Clifcrest Plaza
 3047 Kingston Rd.
Scarborough M1M 1P1
 416-261-9525
 Fax 416-261-0381

Anthony Perruzza, NDP
(Downsview)
 1939 Sheppard Ave. W.
Downsview M3L 1Y8
 416-740-0152
 Fax 416-740-2474

Hon. Ed Philip, NDP
(Etobicoke-Rexdale)
 1058A Albion Rd., Ste. 204
Rexdale M9V 1A7
 416-745-0598
 Fax 416-745-5670

Gerry Phillips, LIB
(Scarborough-Agincourt)
 4002 Sheppard Ave. E., Ste. 204
Scarborough M1S 4R5
 416-297-6568
 Fax 416-297-4962

Hon. Allan Pilkey, NDP
(Oshawa)
 54B Centre St. N.
Oshawa L1G 4B5
 416-723-2411
 Fax 416-723-1054

Jean Poirier, LIB
(Prescott-Russell)
 801 Giroux St., Ste. 9
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 416-325-6191 (TTY)
 Fax 416-963-2934

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 Fax 416-327-2425

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 Fax 416-325-9003

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Queen's Park, Toronto M7A 1A5
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 Fax 416-325-7887

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(Mississauga South)
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Queen's Park, Toronto M7A 1A8
 416-325-7731
 Fax 416-325-3810

Hon. Shelley Martel, NDP
(Sudbury East)
 10 Wellesley St. E., 10th Flr.
Toronto M4Y 1G2
 416-965-3707
 Fax 416-324-7243

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 Fax 416-325-2368

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 Fax 416-323-4682

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 Fax 416-325-9004

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Fax 416-325-7128

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(Grey)
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Fax 416-325-3810

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Fax 416-326-1463

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Fax 416-325-9087

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(Quinte)
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Fax 416-325-9005

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555 Yonge St., 8th Flr.
Toronto M7A 2H6
416-326-5081
Fax 416-326-9096

Anthony Perruzza, NDP
(Downsview)
101 Bloor St., 4th Flr.
Toronto M5S 1P7
416-325-3335
Fax 416-967-8327

Hon. Ed Philip, NDP
(Etobicoke-Rexdale)
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(Oshawa)

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(Prescott-Russell)

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(York South)

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Fax 416-325-3745

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(Timiskaming)

Legislative Bldg., Rm. 434
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Fax 416-325-9007

Tony Rizzo, IND
(Oakwood)

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Fax 416-325-7236

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(Leeds-Grenville)

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416-325-3868
Fax 416-325-3810

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(Parkdale)

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Queen's Park, Toronto M7A 1A4
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Fax 416-325-3499

Ian G. Scott, LIB

(St. George-St. David)
Legislative Bldg., Rm. 347
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Fax 416-325-9898

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(Dovercourt)

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(Carleton)

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Fax 416-325-3810

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(*Etobicoke West*)
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(*Dufferin-Peel*)
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Fax 416-325-3810

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(*York Mills*)
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Margery Ward, NDP
(*Don Mills*)
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Fax 416-327-3790

Hon. Shelley Wark-Martyn, NDP
(*Port Arthur*)
Hearst Block, 4th Flr.
900 Bay St.
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Fax 416-325-3334

Hon. David Warner, NDP
(*Scarborough-Ellesmere*)
Legislative Bldg., Rm. 180
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Fax 416-325-7483

Dan Waters, NDP
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Fax 416-314-7783

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(*Simcoe Centre*)
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416-327-4338
Fax 416-327-4484

Drummond White, NDP
(*Durham Centre*)
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416-325-7091
Fax 416-325-7128

Hon. C.J. (Bud) Wildman, NDP
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 99 Wellesley St. W.
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 Fax 416-314-2216

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 Fax 416-327-3790

Gary Wilson, NDP
(Kingston and the Islands)
 77 Bloor St. W., 6th Flr.
Toronto M7A 2R9
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 Fax 416-963-2495

Jim Wilson, PC
(Simcoe West)
 Legislative Bldg., Rm. 123 N. Wing
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David Winninger, NDP
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 416-326-0123
 Fax 416-326-0141

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 North Tower, Ste. 400
Toronto M4W 3R8
 416-325-7093
 Fax 416-326-5085

Elizabeth Witmer, PC
(Waterloo North)
 Legislative Bldg., Rm. 105 N. Wing
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 Fax 416-325-3810

Len Wood, NDP
(Cochrane North)
 Whitney Block, 6th Flr.
 99 Wellesley St. W.
Queen's Park, Toronto M7A 1W3
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 Fax 416-314-2451

Hon. Elaine Ziemba, NDP
(High Park-Swansea)
 77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
 416-325-6170
 Fax 416-324-4578

LEGISLATIVE 2

As the Chief Presiding Officer, the Speaker of the Legislative Assembly is responsible for both policy and operations of the Legislative Precinct which includes the Legislative Building, its surrounding grounds and the 1st and 2nd floors of the Whitney Block. The Speaker also chairs the **Board of Internal Economy** which governs the Assembly's financial affairs, including the review of the estimates. The office includes the **Sergeant-at-Arms** (325-7445), the **Pages** (325-7457) employed during sessions, and the **Legislative Attendants** (325-7448) and provides information on the schedule of sittings and sessions of the **Legislature**.

CLERK OF THE LEGISLATIVE ASSEMBLY**CLERK OF THE LEGISLATIVE ASSEMBLY****LEGISLATIVE 3**

Legislative Bldg.

Queen's Park, Toronto M7A 1A2

416-325-7340

(Collect calls accepted)

Fax 416-325-7344

The Clerk is the chief permanent officer of the Legislative Assembly, with the rank and status of a Deputy Minister. Responsibilities include advising the Speaker and members of the **Legislature** on questions of procedure and interpretation of rules and practices of the House. The Clerk's Office provides advice on drafting motions and on Petitions to Parliament.

The Clerk is also Secretary of the Ontario Branch of the **Commonwealth Parliamentary Association**, with responsibility for coordinating the activities of the branch and the Legislature with other Parliaments.

COMMITTEES BRANCH**LEGISLATIVE 4**

Whitney Block, Rm. 1521

99 Wellesley St. W.

Queen's Park, Toronto M7A 1A2

416-325-3500

(Collect calls accepted)

416-325-3538 (TDD)

Fax 416-325-3505

The Committees Branch provides procedural and administrative support to **standing** and **select committees** of the Legislative Assembly, and offers advice and assistance on the drafting of motions relating to committee business. The branch will answer questions about parliamentary procedure in committees, matters referred to and being considered in committees, and dates and times of committee meetings. Callers will be referred to specific committee clerks for more detailed information on committee matters.

JOURNALS BRANCH**LEGISLATIVE 5**

Legislative Bldg.

Queen's Park, Toronto M7A 1A2

416-325-7350

(Collect calls accepted)

The Journals Branch coordinates daily publication of the **Orders and Notices** paper, **Votes and Proceedings** and daily Business paper. These documents, which contain the matters before the House, are the official record of the activities of the Legislature. The branch compiles and distributes an interim and final **Status of Business Report** for each Session, consisting of information on legislation, expenditure estimates, committee orders of reference, speakers on the Throne and Budget Debates, Sessional Papers and resolutions considered by the House. All current Sessional documents tabled in the House are retained in the Clerk's Office, and available for public inspection. Disclosures with respect to holdings and interests of all Members of the House are filed with the Clerk, and available for public inspection in this office. The branch will also answer questions on the status of **legislation (bills)** from current and previous Sessions of the Legislature.

BROADCAST AND RECORDING SERVICE

LEGISLATIVE 6

Legislative Bldg.
Queen's Park, Toronto M7A 1A2
416-325-7900
Fax 416-325-7916

The Broadcast and Recording Service is responsible for the accreditation of visiting media, and liaison between the Queen's Park Press Gallery and the Speaker's Office.

This office operates the **Ontario Legislative Television Satellite Network (ONT.PARL.)**, the audio recording of House and Committee proceedings for transcription by Hansard, and the "in-house" closed circuit **television** system. All house proceedings are real-time captioned for the hearing impaired.

HANSARD REPORTING SERVICE

LEGISLATIVE 7

Legislative Bldg.
Queen's Park, Toronto M7A 1A2
416-325-7400

The Hansard Reporting Service covers the sittings of the **Legislature** of Ontario and its committees, and publishes an official report (**Hansard**). Index information on Hansard for the current session of the Legislature can be obtained by calling this office. Hansard is distributed to each Member of the Provincial Parliament (MPP), the Legislative Library, Ministry and public libraries, and the Caucus offices. It can also be obtained by personal shopping at the Publications Ontario Bookstore, 880 Bay St., Toronto, (326-5320), and most libraries. For subscriptions, contact Sessional Subscriptions, Publications Ontario, Ministry of Government Services, 5th Flr., 880 Bay St., Toronto, M7A 1N8 (326-5311/5310 or Toll-free 1-800-668-9938).

INTERPRETATION AND TRANSLATION SERVICE

LEGISLATIVE 8

Whitney Block, Rm. 3657
Queen's Park, Toronto M7A 1A2
416-325-3962
Fax 416-325-3967

Under the **French Language Services** program, the Interpretation and Translation Service provides **interpretation services** in English and French for both the House and Committees of the Legislature. Written translation services in English and French are also provided for Members and staff, caucus administrations and units of the Office of the Legislative Assembly. Any questions about interpretation and translation services at the Legislative Assembly of Ontario should be directed to the manager at the above address or telephone number.

**OFFICE OF THE EXECUTIVE
DIRECTOR ASSEMBLY SERVICES**

LEGISLATIVE 9

OFFICE OF THE EXECUTIVE
DIRECTOR ASSEMBLY SERVICES
Whitney Block, Rm. 1603
99 Wellesley St. W.
Queen's Park, Toronto M7A 1A2
416-325-3575

The Office of the Executive Director of Assembly Services is responsible for the overall direction and administration of Accommodation and Building Services. The service areas

are Accommodation and Design Services, Building Services, Renovation and Restoration, Food Services, Interparliamentary and Public Relations.

**INTERPARLIAMENTARY AND PUBLIC
RELATIONS BRANCH**

LEGISLATIVE 10

Legislative Bldg.

Queen's Park, Toronto M7A 1A2

416-325-7500

Fax 416-325-7489

Interparliamentary and Public Relations conducts, in both English and French, individual and group **tours** of the **Legislative Building**. Multilingual tours are also available. Legislative information officers explain the history of the building, discuss the workings of Ontario's parliamentary system, and answer questions. **Art** tours of the Legislative Building can be booked upon request. An outreach program is also available. During sessions, the branch will process passes for the public galleries.

An **information service** for the visiting public is located at the main entrance to the Legislative Building. Staff answer questions and provide tourist information on attractions in Toronto and Ontario. A gift shop containing Ontario giftware (Mastercard and Visa accepted) is located in the main lobby of the Legislature.

Interparliamentary and Public Relations provides assistance to the Speaker and Members of Provincial Parliament travelling outside Queen's Park as delegates of the Legislative Assembly. Programs are prepared and implemented for special guests and parliamentary delegations visiting the Assembly from other jurisdictions. This office also coordinates and plans many special events in the Legislative Building.

**ACCOMMODATION AND DESIGN SERVICES
BRANCH**

LEGISLATIVE 11

Whitney Block, Rm. 3540

99 Wellesley St. W.

Queen's Park, Toronto M7A 1A2

416-325-3585

Accommodation Services is responsible for all building alterations, repairs, capital improvements and telephone installation and repair for the Legislative Assembly.

FOOD SERVICES BRANCH

LEGISLATIVE 12

Legislative Bldg., Rm. B29E

Queen's Park, Toronto M7A 1A2

416-325-7395

Food Services Branch operates the **Legislative Dining Room** which offers **Members of Provincial Parliament** (MPP's), staff and visitors, facilities for luncheons and dinners, a cafeteria for occupants of the Legislative Building, and **Steward Services** for the Dining Room and the **Press Gallery Lounge**. Catering services are provided throughout the Legislative Building.

OFFICE OF THE EXECUTIVE DIRECTOR LEGISLATIVE LIBRARY

OFFICE OF THE EXECUTIVE DIRECTOR LEGISLATIVE LIBRARY

LEGISLATIVE 13

Legislative Bldg.
Queen's Park, Toronto M7A 1A9
416-325-3900

The Legislative Library provides reference and information services to **Members of Provincial Parliament** (MPPs) and staff, officers of the Legislative Assembly, caucus staff for the three parties, and members of the Legislative Press Gallery. A **research** service is offered exclusively for MPPs. The Library's collection includes extensive social science and legal materials; Canadian, provincial and United States government **publications**; and major daily and weekly Ontario newspapers. MPPs may obtain press clippings from selected **newspapers** through the **Press Clipping Service**, 700 Bay St., Ste. 1402 (965-2088).

The **Checklist and Catalogue Service**, 180 Bloor St. W., 5th Flr. (963-1995) compiles a bilingual monthly checklist and annual catalogue of Ontario Government publications.

OFFICE OF THE CONTROLLER

OFFICE OF THE CONTROLLER

LEGISLATIVE 14

Whitney Block, 2nd Flr.
99 Wellesley St. W.
Queen's Park, Toronto M7A 1A2
416-325-3565

The Office of the Controller is responsible for the overall administration of financial, human resource, information systems and purchasing services for the Legislative Assembly. The Controller's Office acts as secretariat to the Assembly's Board of Internal Economy.

LEGISLATIVE INFORMATION SYSTEMS BRANCH

LEGISLATIVE 15

Whitney Block, Rm. 3620
99 Wellesley St. W.
Queen's Park, Toronto M7A 1A2
416-325-7000

The Legislative Information Systems Branch (LIS) is responsible for providing information technology systems and support to the Members, their staff and other service branches of the Assembly.

The Members' System provides all Members' offices with office automation services and links them with their caucus offices and the support service branches of the Assembly.

Information Systems Services are supported by LIS through the following three sections:

User Education and Support offers a range of education and training options including classroom instruction, self-paced training and one-on-one instruction. It also provides direct user support.

Systems Planning and Development is responsible for coordinating the planning, development and implementation of technology based common systems for the Assembly.

Systems Administration manages the daily operations of the Member's System, the Library OA (Office Automation) System and connects these systems networks to the

users. This section also provides technical expertise in data communication, microcomputers and systems documentation requirements.

FINANCE BRANCH**LEGISLATIVE 16**

Whitney Block, 2nd Flr., Rm. 2630
99 Wellesley St. W.
Queen's Park, Toronto M7A 1A2
416-325-9489

The Finance Branch provides the Members of the Legislative Assembly, its executives and program managers with accounting services which include financial reporting, accounts payable, payroll, revenue and accounts receivable. The branch offers financial planning and analysis services which include the coordination of annual resource allocation for estimates; management reporting systems development; financial policy development and advice.

HUMAN RESOURCES BRANCH**LEGISLATIVE 17**

Whitney Block, 2nd Flr., Rm. 2540
99 Wellesley St. W.
Queen's Park, Toronto M7A 1A2
416-325-3540
Fax 416-325-3573

The Human Resources Branch offers personnel services such as recruitment, staffing, training and development, staff relations, policy development and establishment of classification, compensation, and benefits. Benefits administration is also provided for MPPs and their staff, and all caucuses. The branch administers student coop programs and the Ontario Legislative **Internship Program**.

SUPPLY AND SERVICES BRANCH**LEGISLATIVE 18**

Whitney Block, 2nd Flr., Rm. 2420
99 Wellesley St. W.
Queen's Park, Toronto M7A 1A2
416-325-7222
Fax 416-325-7236

Supply and Services Branch provides purchasing, central receiving and coordination of assets for the Legislative Assembly. The branch also coordinates all furniture, equipment and telephone requirements for constituency offices across Ontario.

COMMISSION ON ELECTION FINANCES**LEGISLATIVE 19**

151 Bloor St. W., Ste. 800
Toronto M5S 1S4
416-965-0455
Fax 416-324-3430

The Commission is an agency of the Ontario Legislature with a broad mandate to administer the **Election Finances Act** and the campaign finance provisions of the **Municipal Elections Act**. Under the provisions of the Elections Finances Act, the Commission requires the registration of **political** parties, constituency associations, candidates, and leadership contestants. The legislation limits contributions that may be accepted; limits campaign expenditures; requires the filing of audited annual financial statements by political parties and constituency associations; and requires audited financial statements of campaign period income and expenses by political parties, constituency associations, candidates, and leadership contestants.

Under Part III of the Municipal Elections Act, the Commission requires the registration of local government candidates. The legislation limits contributions that may be accepted; limits campaign expenditures and requires the filing of audited financial statements of campaign period income and expenses by candidates. Contributors to a candidate's campaign may obtain a property tax credit or a cash rebate. Since 1990 the Commission's mandate also includes responsibility for enforcement of Part II of the Municipal Elections Act.

The Commission also studies and recommends changes in the indemnity and allowances of the Members of the Assembly and submits an annual report including proposed changes to the Election Finances Act to the Speaker of the Assembly.

CHIEF ELECTION OFFICER

LEGISLATIVE 20

51 Rolark Dr.
Scarborough M1R 3B1
416-321-3000
Toll-free 1-800-668-2727
Fax 416-321-6853

Under the **Ontario Election Act**, the Office of the Chief Election Officer (Elections Ontario) conducts provincial elections. It coordinates appointment, training and payment of **election** officials, and arranges rentals, equipment and supplies for polling places. Other responsibilities include directing and supervising local Returning Officers in 130 **electoral districts**; providing a public information film, "Securing the Vote"; and publishing **historical** information, dating back to 1867, about provincial elections. The office maintains an Index of Provincial Electoral Districts by street name and number to assist persons seeking their electoral district and the name, telephone number and contact address of their **Member of Provincial Parliament (MPP)**. See the Legislative Assembly entry for a list of MPPs and their constituency offices.

GOVERNMENT CAUCUS OFFICE

LEGISLATIVE 21

Legislative Bldg.
Queen's Park, Toronto M7A 1A5
416-325-7877
416-325-7116 NDP Caucus
Fax 416-325-7111/7888

The New Democratic Party (NDP) is at present the party in power. Each Member of Provincial Parliament (MPP) belonging to the New Democratic Party is part of the Government Caucus. The **Caucus** deliberates policies and programs which will become part of **legislation** to be introduced in the Legislature. Specific committees are responsible for certain areas. The Caucus Office has a **Chief Whip** who looks after attendance in full Caucus, committee meetings and the Legislature, and keeps all Members informed on votes expected in the Legislature. Each Caucus has a Caucus Chair whose responsibility is to conduct regular Caucus meetings. Each MPP has a constituency office to serve the needs of the people that he or she represents (see list under the Legislative Assembly entry).

LIBERAL PARTY CAUCUS OFFICE

LEGISLATIVE 22

Legislative Bldg., Rm. 348
Queen's Park, Toronto M7A 1A4
416-325-7255

The Liberal Party (LIB) is currently the Official Opposition to the Ontario Government. Each Member of Provincial Parliament (MPP) belonging to the LIB takes part in the LIB **Caucus**. The Caucus Office handles inquiries from the public and other governmental

jurisdictions about Caucus policies and activities. The Caucus has a **Chief Whip** who looks after attendance in full Caucus, committee meetings and the Legislature, and keeps all members informed on votes expected in the Legislature. Assistance is provided to Liberal Caucus Members by Liberal Research 325-7171, Liberal Communications 325-7273 and Liberal Administration 325-7200. The Office of the Leader of the Liberal Party can be contacted at 325-7155. Each MPP has a constituency office to serve the needs of the people that he or she represents (see list under the Legislative Assembly).

**PROGRESSIVE CONSERVATIVE PARTY
CAUCUS OFFICE**

LEGISLATIVE 23

Legislative Bldg., Rm. 171
Queen's Park, Toronto M7A 1A8
416-325-7736

Each Member of Provincial Parliament (MPP) representing the Progressive Conservative Party (PC) belongs to the Progressive Conservative Party **Caucus**. The Caucus Office has a **Chief Whip** who looks after attendance in full Caucus, committee meetings and the Legislature, and keeps all Members informed on votes expected in the Legislature. Assistance is provided to PC Caucus Members by PC Research 325-7272, PC Communications 325-7272, and PC Administration 325-7272. The Caucus, Research, and Communications offices respond to inquiries and requests for assistance from the public. The Office of the Leader of the PC Party can be contacted at 325-7800. In addition, to his/her Queen's Park office each Progressive Conservative MPP has a local constituency office to serve the needs of the people that he or she represents (see list under the Legislative Assembly entry).

OMBUDSMAN

LEGISLATIVE 24

125 Queen's Park
Toronto M5S 2C7
416-586-3300
416-586-3510/3512 (TDD)
Toll-free 1-800-263-1830 (English)
Toll-free 1-800-387-2620 (French)
Fax 416-586-3485

The Ombudsman's Office administers the Ombudsman Act. An officer of the Legislature of Ontario, the Ombudsman investigates, with specified exceptions, any decision, recommendation, act or omission made by a Ministry or agency of the Ontario Government. Annual reports are presented to the Speaker of the Legislature. Complaints should be made in writing; however, complainants can visit or call the above multilingual office, or those listed below. Ombudsman offices are also listed in all Ontario telephone directories under "Ombudsman Ontario".

100 Chipman St., Unit 10
Kenora P9N 4E4
807-468-2851

450 Main St. W., Unit 2
North Bay P1B 2V2
705-476-5800

402 Adelaide St. N.
London N6B 3H6
519-675-7741

151 Slater St., Unit 308
Ottawa K1P 5H3
613-239-1487

500 Bay St.
Sault Ste. Marie P6A 1X5
 705-759-2871

30-32 Balsam St. S.
Timmins P4N 2C6
 705-268-2161

21 Durham St.
Sudbury P3C 5E2
 705-671-9880

232 Erie St. W., Main Flr.
Windsor N9A 6B5
 519-977-8006

213 Red River Rd.
Thunder Bay P7B 1A5
 807-345-9235

PROVINCIAL AUDITOR
 Atrium on Bay
 Box 105
 20 Dundas St. W.
 Toronto M5G 2C2
 416-974-9866
 Toll-free 1-800-668-8516
 Fax 416-324-7012

LEGISLATIVE 25

Appointed under the **Audit Act**, the Provincial Auditor audits the accounts of the province and **agencies** of the **Crown** and makes an annual report to the Legislature. The Annual Report of the Provincial Auditor may be obtained by personal shopping from Publications Ontario, 880 Bay St., Toronto or through mail order at 326-5300.

INFORMATION AND PRIVACY
COMMISSIONER/ONTARIO
 80 Bloor St. W., Ste. 1700
 Toronto M5S 2V1
 416-326-3333
 Toll-free 1-800-387-0073

LEGISLATIVE 26

The Information and Privacy Commissioner oversees Ontario's **Freedom of Information and Protection of Privacy Act**, 1987 and the **Municipal Freedom of Information and Protection of Privacy Act**, 1989. The Commissioner is responsible for ensuring that provincial ministries, agencies and other bodies covered by the provincial legislation, as well as municipalities, and local agencies, boards and commissions subject to the Municipal Act, comply with the legislation and apply the standards of privacy protection required by the law. The Commissioner also reviews decisions by government institutions where access to information has been denied to a member of the public. The Commissioner reports directly to the Legislative Assembly.

COMMISSION ON CONFLICT OF INTEREST
 101 Bloor St. W., 4th Flr.
 Toronto M5S 2Z7
 416-324-4440
 Fax 416-324-4615

LEGISLATIVE 27

The Conflict of Interest Commissioner is responsible for ensuring all Members of the Legislative Assembly and Executive Council comply with the **Members' Conflict of Interest Act**, 1988. He is also responsible for filing Members' public disclosure statements, which are available for public examination with the Clerk of the Legislative Assembly; and he has the right to conduct an inquiry and make a report. The Commissioner reports annually

to the Speaker of the Assembly. Annual reports are available from Publications Ontario, 880 Bay St., Toronto.

ACTS

ACTS

LEGISLATIVE 28

The Office of the Legislative Assembly is responsible for the Acts listed below.

Election Act, 1984

Election Finances Act, 1986

Legislative Assembly Act

Legislative Assembly Retirement Allowances Act

Members' Conflict of Interest Act, 1988

Ombudsman Act

MINISTRY OF AGRICULTURE AND FOOD

801 Bay St.

Toronto M7A 2B2

The Ministry of Agriculture and Food is one of the oldest ministries in the Ontario Government. Prior to the formation of the Ontario Department of Agriculture in 1888, agricultural administration in Upper Canada was handled by a Board of Agriculture, later named the Bureau of Agriculture. In 1965, the name was changed to the Department of Agriculture and Food and subsequently, Ministry, to reflect its responsive role in the entire food production system.

The mission of the Ministry of Agriculture and Food is to foster an economically viable, environmentally sustainable agriculture and food system where the participants cooperate to meet the needs of the people of Ontario and to compete in global markets.

The Ministry of Agriculture and Food is divided into major groups: Agricultural and Rural Services and Food Industry, headed by Assistant Deputy Ministers; Finance and Administration, Policy and Programs, Education and Research, Laboratory and Inspection Services, Crop Insurance and Stabilization, headed by Executive Directors; all reporting to the Deputy Minister.

Agricultural and Rural Services has seven branches: Agricultural Representatives; Plant Industry; Animal Industry; Farm Assistance; Rural Organizations and Services; Land Use Planning; Resources Management.

Food Industry has two branches and one unit: the Food Industry Competitiveness Branch; the Market Development Branch, with five sections, several out-of-province offices and the Business Development Unit.

Education and Research is responsible for five agricultural colleges, one of which is French, the Horticultural Research Institute of Ontario and the Ontario Agricultural Museum, as well as; the Agricultural Research Institute of Ontario and research contract with the University of Guelph.

Laboratory and Inspection Services Division has five branches and three units: Agricultural and Food Laboratory Services and its Enhanced Food Quality and Safety Project; Livestock Inspection; Dairy Inspection; Plant Products Inspection; Veterinary Laboratory Services; Investigation Unit; Financial Protection Unit; Safety Response Unit.

Policy and Programs has two branches: Policy Analysis and Policy and Program Coordination.

Finance and Administration is responsible for five branches: Financial and Support Services; Human Resources; Audit Services; Management Systems; Guelph Development Project. The Employment Equity Program and French Language Services is also the responsibility of this area.

Crop Insurance and Stabilization is responsible for the Crop Insurance Commission of Ontario and the Farm Income Stabilization Commission.

Reporting directly to the Deputy Minister is the Communications Branch, which provides services and advice to all segments of the Ministry. Legal services are provided by the Ministry of the Attorney General.

DEPUTY MINISTER'S OFFICE

COMMUNICATIONS BRANCH

AG & FOOD 1

801 Bay St., 12th Flr.
Toronto M7A 2B2
416-326-3020
Fax 416-326-3043

The Communications Branch supports Ministry programs and policies by providing information in English and French to the media and the public through news releases, radio and television, educational videotapes, films, publications and exhibits.

The branch recommends communications policies for the Ministry; provides communications support to the Minister and Deputy Minister; and advises other branches on communications strategies.

COMMUNICATIONS BRANCH CONSUMER INFORMATION CENTRE

AG & FOOD 2

801 Bay St., Main Flr.
Toronto M7A 2B2
416-326-3400
Fax 416-326-3409

The Consumer Information Centre is a storefront operation for the Ministry. This Centre was established in November 1983, to provide an information and referral service to the public in the areas of general **agriculture**, **horticulture** and **food and nutrition**. The Centre is open Monday to Friday, 8:30am—4:30pm.

The Centre is responsible for the distribution of Ministry of Agriculture and Food **publications** to the general public.

LEGAL BRANCH

AG & FOOD 3

801 Bay St., 10th Flr.
Toronto M7A 2B2
416-326-3384

The Legal Branch provides general legal services to the Ministry, including interpretation of statutes and regulations, drafting legislation, preparation of orders-in-council, drafting of agreements and other legal documents and offering legal opinions on a wide variety of matters. The branch also conducts prosecutions, assists in the conduct of civil litigation, represents the Ministry before various tribunals and serves as counsel to a number of Ministry boards.

AGRICULTURAL AND RURAL SERVICES DIVISION

AGRICULTURAL REPRESENTATIVES BRANCH

AG & FOOD 4

Guelph Agriculture Centre
Box 1030
Guelph N1H 6N1
519-767-3151

Agricultural Representatives Branch staff in 54 field offices located throughout the province conduct **education** programs, provide advisory services and deliver government programs designed to assist farmers in the management of their **farm** operations.

The **Farm Management Program** encourages and assists farmers to use their resources effectively to make their farms productive and profitable. The program provides assistance in **livestock, soils and crops**, financial, marketing, and human resource management. Staff play lead role in advising farmers on financial matters e.g., record keeping, business analysis, estate planning, accounting and overall farm business planning.

Livestock management provides information and advice to producers on the economics of production, choice and size of enterprise, feed evaluation, storage and handling, testing, herd and flock health, marketing, etc.. Soils and crops management assistance concentrates on the economics of production, tillage, land use, erosion control, fertilizer recommendations, **weed, insects and disease** control, variety selection, crop handling and storage systems, crop **insurance**, drainage and irrigation.

Branch staff in the northern field offices administer the **Northern Ontario Agricultural Development Program**, which is funded by the Ministry of Northern Development and Mines and provides **financial assistance** to Northern Ontario farmers.

For a list of field offices, see the Field Offices entry.

FIELD OFFICES

AG & FOOD 5

The Ministry of Agriculture and Food has 54 field offices, staffed by employees of the Agricultural Representatives Branch and specialists from other branches. These offices provide access to all Ministry programs, services and resources.

Agricultural representatives (ag reps) and specialists work closely with farmers, producers and others involved in the agricultural and **food** industries. They provide information, advice, **education** meetings, workshops and in-depth short courses for groups. All specialists in the Ministry's programs can be located by calling any field office.

Agriculture and Food factsheets and publications, which supply basic information on a wide variety of topics, are available in field offices. **Radio and television broadcasts** offer information and educational programs in individual counties and districts. Field offices are listed below with telephone numbers for local calls, Zenith calls and Inwatts service.

Algoma District Office
341 Trunk Rd.
Sault Ste. Marie P6A 3S9
705-253-1161
Toll-free 1-800-461-2234

Carleton Office
26 Thorncliff Pl.
Nepean K2H 6L2
613-828-9167
Zenith 13510

Brant County Office
515 Park Rd. N., Unit 7
Brantford N3R 7K8
519-759-4190
Zenith 19750

Cochrane (North) District Office
Experimental Farm
Kapuskasing P5N 2X9
705-335-5828
Zenith 43340

Bruce County Office
220 Trillium Court
R. R. 3
Walkerton N0G 2V0
519-881-3301
Toll-free 1-800-265-3023/4

Cochrane (South) District Office
Box 608, 4th Ave.
Matheson P0K 1N0
705-273-2509
Zenith 34920

Dufferin County Office
R. R. 4, Mono Plaza, Hwy. 10 N.
Orangeville L9W 2Z1
519-941-3830
Zenith 98750

Dundas County Office
Box 488, 457 Main St.
Winchester K0C 2K0
613-774-2313
Toll-free 1-800-267-7603

Durham—Bowmanville Office
234 King St. E.
Bowmanville L1C 1P5
416-623-3348
Toll-free 1-800-263-8023

Durham—Uxbridge Office
Box 309, 16 Bascom St.
Uxbridge L0C 1K0
416-852-3328
Toll-free 1-800-263-3251

Elgin County Office
Box 2027
R. R. 5
St. Thomas N5P 3X1
519-631-4700
Toll-free 1-800-265-4377/8

Essex County Office
46 Fox St.
Essex N8M 2S2
519-776-7361
Toll-free 1-800-265-5836

Frontenac County Office
Box 651, 1055 Princess St.
Kingston K7L 4X1
613-545-4360
Zenith 35050

Glengarry County Office
Box 579, Main St. E.
Alexandria K0C 1A0
613-525-1046
Toll-free 1-800-267-1722

Grenville County Office
Box 2004, Ont. Gov't. Bldg.
Kemptville K0G 1J0
613-258-8295
Toll-free 1-800-267-7953

Grey County Office
181 Toronto St. S.
Markdale N0C 1H0
519-986-2040
Toll-free 1-800-265-9152/3

Haldimand Office
Box 129, Cayuga St.
Cayuga N0A 1E0
416-772-3381
Zenith 46710

Halton Office
17 Wilson Dr.
Milton L9T 3J7
416-878-2314
Zenith 33440

Hastings County Office
Box 340, 234 North St.
Stirling K0K 3E0
613-395-3393
Toll-free 1-800-267-2842

Huron County Office
Box 159, 20 King St.
Clinton N0M 1L0
519-482-3428
Toll-free 1-800-265-5170/1

Kenora District Office
Ontario Govt. Bldg.
Box 3000, 479 Government St.
Dryden P8N 3B3
807-223-2415
Toll-free 1-800-465-7213

Kent County Office
Box 726
435 Grand Ave. W.
Chatham N7M 5L1
519-354-2150
Toll-free 1-800-265-9477

Lambton County Office
Box 730, 360 Hwy. 21
Petrolia N0N 1R0
519-882-0180
Toll-free 1-800-265-1441

Lanark County Office
10 Sunset Blvd.
Perth K7H 2Y2
613-267-1063
Zenith 33440

Leeds County Office
Box 635
333 California Ave., Unit 15
Brockville K6V 5V8
613-342-2124
Zenith 46320

Lennox & Addington County Office
41 Dundas St. W.
Napanee K7R 1Z5
613-354-3371
Zenith 18210

Manitoulin District Office
Box 328
Gore Bay P0P 1H0
705-282-2043
Zenith 64720

Middlesex County Office
50 King St.
London N6A 2P2
519-434-6811
Toll-free 1-800-265-4750

Muskoka & Parry Sound District Office
Box 130, 8 Centre St. N.
Huntsville P0A 1K0
705-789-8886
Toll-free 1-800-461-9676

Niagara (Vineland) Office
Victoria Ave. N.
Vineland Station L0R 2E0
416-562-4147
Toll-free 1-800-263-2481

Niagara (Fenwick) Office
726 Canboro Rd.
Fenwick L0S 1C0
416-892-4741
Toll-free 1-800-263-1031

Nipissing District Office
222 McIntyre St. W.
North Bay P1B 2Y8
705-474-3050
Toll-free 1-800-461-6132

Norfolk Office
Box 587, Blue Line Rd.
Simcoe N3Y 4N5
519-426-7120
Zenith 38300

Northumberland County Office
Box 8200, 95 Dundas St.
Brighton K0K 1H0
613-475-1630
Zenith 34920

Oxford County Office
Box 666, Hwy. 59 N.
Woodstock N4S 7Z5
519-537-6621
Toll-free 1-800-265-7896

Peel Office
35 Van Kirk Dr., Unit 9
Brampton L7A 1A5
416-451-5474
Zenith 43350

Perth County Office
413 Hibernia St.
Stratford N5A 5W2
519-271-0280
Toll-free 1-800-265-8502

Peterborough County Office
55 George St. N.
Peterborough K9J 3G2
705-745-2403
Zenith 16310

Prescott County Office

Box 110, Hwy. 17 E.
Plantagenet K0B 1L0
613-673-5115
Zenith 48110

Prince Edward County Office

Box 470, Hwy. 33 W.
Picton K0K 2T0
613-476-3224
Zenith 98750

Rainy River District Office

Box 210, Front St.
Emo P0W 1E0
807-482-2310
Toll-free 1-800-465-2917

Renfrew County Office

315 Raglan St. S.
Renfrew K7V 1R6
613-432-4841
Toll-free 1-800-267-8816

Russell County Office

735 Rue Notre Dame
Embrun K0A 1W1
613-443-3391
Toll-free 1-800-267-7606

Simcoe (North) County Office

Box 340, 144 Yonge St. S.
Elmvale L0L 1P0
705-322-2231
Toll-free 1-800-461-9626

Simcoe (South) County Office

Box 370, 509 Victoria St. E.
Alliston L0M 1A0
705-435-5521
Zenith 43340

Stormont County Office

Box 97, Centennial Dr.
Avonmore K0C 1C0
613-346-2143
Toll-free 1-800-267-1726

Sudbury District Office

1899 LaSalle Blvd.
Sudbury P3A 2A3
705-566-1630
Toll-free 1-800-461-7176

Thunder Bay District Office

Ont. Govt. Bldg.
435 James St. S.
Thunder Bay P7E 6E3
807-475-1631
Toll-free 1-800-465-5026

Timiskaming District Office

Box "G", Hwy. 11B N.
New Liskeard P0J 1P0
705-647-6701
Toll-free 1-800-461-8750

Victoria County Office

322 Kent St. W.
Lindsay K9V 2Z9
705-324-6125
Toll-free 1-800-461-0329

Waterloo Office

279 Weber St. N.
Waterloo N2J 3H8
519-884-5390
Zenith 46320

Wellington County Office

R. R. 1
Fergus N1M 2W3
519-846-0941
Toll-free 1-800-265-8332

Wentworth County Office

R. R. 1, 617 Hwy. 53 E.
Ancaster L9G 3K9
416-527-2995
Toll-free 1-800-263-8520

York Office

1110 Stellar Dr., Unit 102
Newmarket L3Y 7B7
416-895-4519
Toll-free 1-800-263-3241

PLANT INDUSTRY BRANCH

AG & FOOD 6

Guelph Agriculture Centre
P. O. Box 1030
Guelph N1H 6N1
519-767-3173

The Plant Industry Branch provides information at local offices throughout the province on the commercial production of field crops and **horticultural crops**. Information is made available to **commercial growers** on safety and correct use of **pesticides**. The branch is responsible for administration of the **Weed Control Act** through municipally appointed inspectors. Complaints related to this act should be directed to the municipality. The Innovation Agriculture Unit works with producers and organizations to enhance the diversification of the agricultural sector through production and marketing of new crops and livestock commodities.

ANIMAL INDUSTRY BRANCH

AG & FOOD 7

Guelph Agriculture Centre
P. O. Box 1030
Guelph N1H 6N1
519-767-3118

Livestock advisory and **veterinary** extension services on management and **health** maintenance of livestock, poultry and fur-bearing animals are provided to producers, veterinarians and agribusiness in Ontario. The branch promotes the production of systems to maintain and enhance the safety and quality of food, through livestock improvement programs (**Record of Performance, ROP**), extension education and feed advisory services, and provides **financial** support to veterinary services in designated areas where livestock farms are sparsely located.

The branch also administers acts concerning brands and livestock pounds; inspects and issues **licences** to riding **horse** establishments, suppliers of **laboratory animals**, sellers (other than pharmacists and veterinarians) of livestock **medicines** and providers of **artificial insemination** services for livestock; inspects **dog** pounds; inspects and **registers** facilities that use animals for **research**; coordinates the **Red Meat II Program** in cooperation with the Agricultural Representatives Branch.

FARM ASSISTANCE PROGRAMS BRANCH

AG & FOOD 8

10 Alcorn Ave., Ste. 100
Toronto M4V 3B3
416-326-3492

The Farm Assistance Programs Branch is responsible for the administration of **farm** financial assistance programs, development of new programs and the review of existing programs. It provides **information** about financial policies and **financial assistance** programs in **agriculture**.

The branch administers the following programs: **Farm Interest Assistance Program**; **Ontario Beginning Farmer Assistance Program**; **Ontario Farm-Start**; **Ontario Young Farmer Credit Program**; **Junior Farmer Establishment Loan Corporation**; **Operating Loan Guarantee Program**; **Ontario Seasonal Housing Assistance Program**; **Community Pastures**; **Agriculture Rural Development Agreement (Farm Enlargement, Part II)**; **Dog Licensing And Livestock And Poultry Protection Act**; **Hunter Damage Compensation Act**; **Bear Damage to Livestock Compensation Program**; **Damage to Honey Bee Colonies by Bears**; **Rabies Indemnification Program**; **Purebred Beef Cattle Sales Assistance Policy**; **Purebred Dairy**

Cattle Sales Assistance Policy; Purebred Sheep Sales Assistance Policy; Swine Sales Assistance Policy; Transportation of Livestock Exhibits Assistance Program; Poultry Shows Assistance Program, Special Livestock Shows Assistance Program 1979 (Commercial); Canadian Western Tribulation Livestock Transportation Assistance Program; Artificial Insemination of Livestock Act.

The branch also administers the **Ontario Farm Tax Rebate Program**.

For further information such as eligibility criteria, the application process and management of these programs, contact the local Ministry of Agriculture and Food field office (see list under Field Offices entry).

RURAL ORGANIZATIONS AND SERVICES BRANCH

AG & FOOD 9

Guelph Agriculture Centre
P. O. Box 1030
Guelph N1H 6N1
519-767-3523

Branch services are administered at the Guelph Agriculture Centre and provided through the Ministry's 54 field offices.

The branch coordinates the **4-H Program** for rural **youth** and has projects in the area of rural community development and agricultural employment.

Advisory services and resources are offered to rural and **agricultural** organizations. The branch provides **volunteer leadership** training, publications and up-to-date resources to individuals, rural organization members and consumers. Continuing **education** programs are developed and conducted on organizational development, strategic and program planning, **foods** and **nutrition**, and other topics. **Agriculture in the Classroom** resources complement primary, elementary and secondary school programs.

LAND USE PLANNING BRANCH

AG & FOOD 10

801 Bay St., 8th Flr.
Toronto M7A 2B2
416-326-3131

The Land Use Planning Branch ensures that appropriate government policies are developed and implemented to protect Ontario's prime agricultural areas from competing or incompatible land uses. The branch reviews all **land use planning** and development proposals for conformity with the province's **agricultural** land use planning policies. Under the provisions of the **Farm Practices Protection Act**, the branch assists the Farm Practices Protection Board in hearing complaints about odor, noise or dust arising from **farm** operations. The branch administers the **Non-resident Agricultural Land Interests Registration Act**, which requires non-residents of Canada to register agricultural land interests of more than 25 acres. Land use specialists are located in the Ministry's field offices in Ancaster, Fergus, Elmvalle, Lindsay, Kemptville, Napanee, Newmarket, St. Thomas, and Walkerton. Addresses are included in the list of county and district offices found in the Field Offices entry.

RESOURCES MANAGEMENT BRANCH
 WATER MANAGEMENT SECTION
 Guelph Agriculture Centre
 P. O. Box 1030
 Guelph N1H 6N1
 519-767-3561

AG & FOOD 11

The Water Management Section administers the **Tile Drainage Act** and the **Drainage Act** (**financial assistance** to **municipalities** and farmers for the improvement of **farm land**) and the **Agricultural Tile Drainage Installation Act** (**licences** for installers of tile drainage systems on farm land). The Drainage Referee and the Drainage Tribunal handle appeals under the Drainage Act. The branch provides a Ministry focus for review and development of agricultural water management programs and policies.

RESOURCES MANAGEMENT BRANCH
 SOIL RESOURCES SECTION
 Guelph Agriculture Centre
 P. O. Box 1030
 Guelph N1H 6N1
 519-767-3561

AG & FOOD 12

Administrative program delivery is provided for the **Land Stewardship II Program**. This program provides the Ministry and other agencies with technical advice and program development on resource management issues affecting rural Ontario. The section also administers the **Topsoil Preservation Act**.

RESOURCES MANAGEMENT BRANCH
 ONTARIO INSTITUTE OF PEDOLOGY
 Guelph Agriculture Centre
 P. O. Box 1030
 Guelph N1H 6N1
 519-767-3561

AG & FOOD 13

The Ontario Institute of Pedology is comprised of **soil** scientists from the Ontario Ministry of Agriculture and Food, Agriculture Canada and the University of Guelph. The Institute is responsible for the classification and interpretation of Ontario's soils to aid Ministry staff in **land use planning**, **tile drainage**, tillage and other soil conservation programs.

RESOURCES MANAGEMENT BRANCH
 ENGINEERING RESOURCES UNIT
 Guelph Agriculture Centre
 P. O. Box 1030
 Guelph N1H 6N1
 519-767-3561

AG & FOOD 14

Engineering Resources Unit focuses on **agricultural engineering** matters relative to the environment, animal and crop care, agricultural worker health and safety, agricultural production and on-farm food processing.

The office functions as a direct technology transfer link between farmer and agribusiness groups, and research and development at the Colleges of Agricultural Technology, University of Guelph's School of Engineering and other research institutes around the world. Farmer and agribusiness groups are kept apprised of current engineering concepts and new technologies through articles, factsheets, information manuals, videos, computer software packages, systems, seminars, workshops, and practical on-farm demonstration projects.

For addresses of the county and district offices where other agriculture engineers are located, see the Field Offices entry.

FOOD INDUSTRY DIVISION

FOOD INDUSTRY COMPETITIVENESS BRANCH

AG & FOOD 15

801 Bay St., 12th Flr.
Toronto M7A 2B2
416-326-3060

The Food Industry Competitiveness Branch addresses the needs of the food industry by providing services to a range of clients in the food sector, including food processors, retailers and the food service industry.

MARKET DEVELOPMENT BRANCH

AG & FOOD 16

33 Yonge St., Ste. 800
Toronto M5E 1X2
416-861-2400

Domestic Section (861-2400) and Export Section (861-2400) programs are designed to develop and expand domestic and **international** markets for Ontario-produced fresh or processed **agricultural** and **food** products.

International market development is accomplished via **export** missions, promotion programs and incoming trade delegations. Staff are located in the United Kingdom, Japan, Southeast Asia and five centres in the United States. Grant programs include Export-Sales Aid and Expanded Development and Growth for Exports (EDGE), which are **financial assistance** programs available for new and mature exporters of Ontario's agriculture and food products.

The Domestic Section manages "**Foodland Ontario**", an advertising and promotion program for domestic market development. The program includes public relations, retail merchandising, food service, market research and trade liaison. A shared cost grant program makes financial incentives available to the industry for domestic marketing activities.

The Business Development Unit's objectives are to stimulate and promote the expansion and modernization of Ontario's food processing **industry**. The unit encourages further value added processing of Ontario products through advising and coordinating services, particularly in those sectors where import replacement and export opportunities are strongest. The unit encourages private sector capital investment through **grants** or loans to the food processing industry.

EDUCATION AND RESEARCH DIVISION

HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO

AG & FOOD 17

Vineland Station L0R 2E0
416-562-4141

The Institute conducts **horticultural research**, including studies on **soils** and **crops**; to improve production efficiency, develop new varieties, and develop new storage and food-preservation procedures. Studies are done on tree **fruit**, table and **wine** grapes, field-grown **vegetables**, including **mushrooms**, greenhouse vegetable and flower crops, and ornamental plants. The Institute provides propagating material (cuttings, budwood, etc.) to growers

and nurseries. The Institute serves farmers, ornamental-plant growers, food and beverage processors. Research is conducted at these locations:

Muck Research Station
R. R. 1
Kettleby L0G 1J0
416-775-3783

*Horticultural Experiment Station &
Horticultural Products Laboratory*
Box 7000
Vineland Station L0R 2E0
416-562-4141

Horticultural Experiment Station
Box 587
Simcoe N3Y 4N5
519-426-7120

COLLEGES OF AGRICULTURAL TECHNOLOGY

AG & FOOD 18

The colleges and the **University of Guelph** offer training and education diplomas in livestock technology, dairy technology, field crops production, fruit and vegetable production, agricultural business management, equine technology, agricultural machinery technology, agribusiness management, ornamental horticulture, quality control laboratory, food service management and veterinary technology. Home study (correspondence) courses, leading to a diploma in agriculture or horticulture are also offered by the University of Guelph. Training courses for dairy manufacturers, farm equipment mechanics and dairy and swine herdworkers are also provided by the colleges. They conduct agricultural research for the Ministry, including studies on livestock, poultry, field crops, horticultural crops, maple syrup, soils, food and nutrition, economics and marketing. For policy matters, please contact this Ministry's Education and Research Division, Guelph N1H 6N1, 519-767-3601.

*Collège de Technologie
Agricole et Alimentaire d'Alfred*
Box 580
Alfred K0B 1A0
613-679-2218

*Centralia College of
Agricultural Technology*
Huron Park N0M 1Y0
519-228-6691

Ontario Agricultural College
University of Guelph
Guelph N1G 2W1
519-824-4120, Ext. 3010

*Kemptville College of
Agricultural Technology*
Kemptville K0G 1J0
613-258-8336

Independent Study
University of Guelph
Guelph N1G 2W1
519-824-4120, Ext. 3375

*New Liskeard College of
Agricultural Technology*
New Liskeard P0J 1P0
705-647-6738

*Ridgetown College of
Agricultural Technology*
Ridgetown N0P 2C0
519-674-5456

ONTARIO AGRICULTURAL MUSEUM

AG & FOOD 19

144 Town Line
P. O. Box 38
Milton L9T 2Y3
416-878-8151
Fax 416-876-4530

The Ontario Agricultural Museum, which is operated by the provincial government, houses and displays tools, implements, animals and **historical** artifacts associated with the evolution of **agriculture** in Ontario. The eleven members of the Museum's Advisory Board provide advice on planning activities, policy, artifact collection and marketing. An **Artifact Valuation Committee** is in place to officially evaluate artifacts donated to the **Museum**.

Open to the general public from mid-May to September, the Museum features numerous special events and maintains an extensive **library** and **research** facility. School **tours** can be arranged between early April and early November.

LABORATORY AND INSPECTION SERVICES DIVISION**FINANCIAL PROTECTION UNIT**

AG & FOOD 20

259 Grange Rd.
P. O. Box 1030
Guelph N1H 6N1
519-837-5069
Fax 519-767-1816

The Financial Protection Unit evaluates financial responsibility of licenced applicants for the Beef Cattle, Vegetable, Potato and Grain Financial Protection Programs. The unit also works on behalf of the Financial Protection Boards in administering funds and paying claims for the following: livestock producers and producers of processing vegetables, potatoes, grain, corn, soybeans and canola.

INVESTIGATION UNIT

AG & FOOD 21

259 Grange Rd.
P. O. Box 1030
Guelph N1H 6N1
519-837-5068
Fax 519-767-1816

The Investigation Unit is responsible for investigating infractions of regulatory legislation, suspected fraudulent applications made to the various **financial assistance** programs and all aspects of enforcement within the Ministry. It also provides a province-wide support service to all branches of the Ministry and conducts investigations into all facets of the Ministry's operations upon management's request. The unit also monitors the collection and processing of dead farm animals under the **Dead Animal Disposal Act**.

SAFETY RESPONSE UNIT

AG & FOOD 22

259 Grange Rd.
 P. O. Box 1030
 Guelph N1H 6N1
 519-837-5056
 519-763-6778 Emergencies
 Fax 519-767-1816

The unit coordinates the Ministry's emergency response for food quality and safety issues on a 24 hour basis. The office also deals with other agriculturally related issues after regular office hours.

AGRICULTURAL AND FOOD LABORATORY SERVICES BRANCH

AG & FOOD 23

259 Grange Rd.
 P. O. Box 1030
 Guelph N1H 6N1
 519-837-5013
 Fax 519-767-0060

The Agricultural and Food Laboratory Services Branch administers the following laboratory and clinic functions.

The **Provincial Pesticide Residue Testing Laboratory Section** (University of Guelph, Bldg. 43, Guelph N1G 2W1, 519-823-8800, Ext. 4825) provides all provincial ministries with a **chemical** analytical service for the detection and measurement of residues of **pesticides** (i.e. **insecticides, herbicides, fungicides** acaricides, nematocides, etc.), industrial **pollutants** and heavy metals in **foods, plants, animals, fish, wildlife, soils, water** and human tissues. The section also interprets the significance of analytical results. Contact the branch, **laboratory**, or ministries involved for **research** papers and reports.

The **Pest Diagnostic and Advisory Clinic** (University of Guelph, Graham Hall, Guelph N1G 2W1, 519-824-4120, Ext. 2701) provides a service for the identification of **insects**, plant **diseases** and **weeds** upon receipt of carefully packed samples.

The **Nutrient Analysis Laboratory** (Ridgetown College of Agriculture Technology, Ridgetown N0P 2C0, 519-674-5456) is a reference laboratory and operates the accreditation program for private laboratories analyzing farm and home soils, greenhouse media and animal feeds for nutrients.

LIVESTOCK INSPECTION BRANCH

AG & FOOD 24

259 Grange Rd.
 P. O. Box 1030
 Guelph N1H 6N1
 519-837-5029
 Fax 519-767-0305

The Livestock Inspection Branch administers the following acts: the **Meat Inspection Act** (licensing and inspection of red meat and **poultry slaughtering plants**); the **Live Stock Community Sales Act** (licensing and inspection of live stock community sales); the **Live Stock and Live Stock Products Act** (licensing **live stock** dealers under the Beef Cattle Financial Protection Program and administering the regulations pertaining to **eggs**); the **Farm Products Payments Act**; the **Sheep and Wool Marketing Act** (identifying and outlining the functions of the **Ontario Sheep Association**); the **Provincial Auctioneers Act** (licensing auctioneers to sell purebred live stock, by public **auction**); the **Beef Cattle Marketing Act**

(providing for the licence fee for the **Ontario Cattlemen's Association**, regulating the marketing of rail weight beef carcasses); the **Farm Products Grades and Sales Act** (related to the grades of beef, veal, lamb, mutton and poultry). The branch also provides inspection at all levels of the **meat industry**, particularly those operations exempt from the provisions of the Meat Inspection Act (Ontario).

DAIRY INSPECTION BRANCH

AG & FOOD 25

259 Grange Rd.
P. O. Box 1030
Guelph N1H 6N1
519-837-5042
Fax 519-767-0467

The Dairy Inspection Branch undertakes programs to ensure that **milk** marketed in Ontario is produced under acceptable sanitary conditions and meets safety and quality standards. Responsibilities include: inspecting **dairy farms** testing raw milk each month; **licensing**, training and inspecting milk and cream graders and testers, bulk tank milk graders; licensing, regulating, and inspecting plants manufacturing milk products, **margarine** and edible **oils**. The **laboratory** in Guelph analyzes all samples for butterfat, protein and lactose, and reports results to the **Ontario Milk Marketing Board**, which determines payment to producers. Milk utilization audits are conducted on a regular basis. The branch also monitors consumer packages for composition and fill control. For information, contact the Ministry's county and district offices (see Field Offices entry), the Dairy Inspection Branch in Toronto or the **Central Milk Testing Laboratory**, 95 Stone Rd. W., Guelph N1G 2Z4, 519-836-5121.

PLANT PRODUCTS INSPECTION BRANCH

AG & FOOD 26

259 Grange Rd.
P. O. Box 1030
Guelph N1H 6N1
519-837-5045
Fax 519-767-0676

The Plant Products Inspection Branch regulates the inspection and grading of twenty-five fruits and vegetables, in addition to flue-cured and burley **tobacco**, **honey**, **maple syrup**, **Christmas trees** and tomato seedlings. The branch offers technical advice to growers and producers; informs the public about marketing and sales standards of fruit, vegetables, honey and maple products; and provides market reports on seasonal **crops**.

Additional responsibilities include: **licensing** operators of controlled atmosphere **storages**, packers of apples from such storages, dealers in **fruit** and **vegetables**, and **nurseries**; controlling disease in nurseries; supervising neglected **orchards** to prevent the spread of **disease** or **insect** infestations; and administering the **Bees Act**, which requires **registration** of **apiaries**. (To register, contact Provincial Apiarist, Ministry of Agriculture and Food, Guelph Agriculture Centre, P. O. Box 1030, R. R. 5, Guelph N1H 6N1, Toll-free 1-800-265-2958).

The branch regulates the trading and marketing of grain; issues licences to grain elevator storage operators and dealers in corn, canola and soybeans; and investigates claims under the **Grain Financial Protection Program**. This insurance program provides compensation for defaults by storage operators or dealers. The **Potato Financial Protection Program** is also administered by the branch to protect processors of potatoes from dealer default.

VETERINARY LABORATORY SERVICES BRANCH

AG & FOOD 27

259 Grange Rd.
 P. O. Box 1030
 Guelph N1H 6N1
 519-837-5081
 Fax 519-767-0015

The Veterinary Laboratory Services Branch operates six **laboratories** that offer diagnostic, investigative, consultative and extension services to the **livestock** industry and **veterinary** practitioners. Carcasses and specimens from **animals** and **poultry** are submitted by veterinarians and farmers and tests are made to determine the cause of **disease**. The branch administers the **Ontario Hatchery Supply Flock Policy**, which involves monitoring procedures to control disease of poultry. The laboratories are listed below:

95 Dundas St.
Brighton K0K 1H0
 613-475-1632

KCAT
Kemptville K0G 1J0
 613-258-8320

Box 3612
Guelph N1H 6R8
 519-823-8800, Ext. 4501

Box 790
New Liskeard P0J 1P0
 705-647-6701

Nova Scotia Ave.
Huron Park N0M 1Y0
 519-228-6691

100 Main St. E.
Ridgetown N0P 2C0
 519-674-5456, Ext. 56

POLICY AND PROGRAMS DIVISION**POLICY ANALYSIS BRANCH**

AG & FOOD 28

801 Bay St., 4th Flr.
 Toronto M7A 1B6
 416-326-3210

The Policy Analysis Branch serves the Ministry, government committees and the agricultural industry (marketing boards, administrative bodies, food processors, suppliers, farmers and the public) by assembling and interpreting **agricultural economic** information. The branch coordinates and analyzes long-term agriculture and **food** policy developments. **Research** into **farm** costs and business management, marketing methods and agricultural policy and trade is also conducted by the branch.

It gathers and publishes a wide range of agricultural **statistics**, and monitors economic developments in the industries supplying input to agriculture, processing farm commodities and taking commodities to consumers.

The branch also provides daily farm market **broadcasts** for the media and producers at Ridgetown College (519-674-0714).

From offices in Ridgetown and Vineland Station (see Field Offices entry), field staff carry on economic research projects and provide consulting services to farm organizations, individual farmers and processing industries.

**POLICY AND PROGRAM COORDINATION
BRANCH**

AG & FOOD 29

801 Bay St., 4th Flr.
Toronto M7A 1B6
416-326-3210

The Policy and Program Coordination Branch expedites the legislative process of the Ministry. It focuses on policy and program development, gives guidance and policy coordination to the Ministry and government.

Research, analysis and service delivery in federal-provincial relations, strategic planning and program evaluation are also key responsibilities.

FINANCE AND ADMINISTRATION DIVISION**FINANCIAL AND SUPPORT SERVICES BRANCH**

AG & FOOD 30

801 Bay St., 2nd & 3rd Flrs.
Toronto M7A 2B2
416-326-3200

The Financial and Support Services Branch provides financial and administrative services for the Ministry.

The Financial Planning and Information Unit offers financial and management support at the corporate level, i.e., estimates preparation, budget planning, maintenance and financial reporting, results planning and financial management improvement activities. The unit also functions as a liaison with Management Board of Cabinet.

General Accounting is responsible for processing travel and employee relocation, accounts payable, grants, subsidies, revenue and journal entries.

Library Services provides manual and automated information services. It allows public access to Ministry publications, statutes, and regulations. The **library** is also the designated Freedom of Information **reading room** which, under the Freedom of Information and Privacy Act, provides access to information held by the Ministry, gives individuals access to their personal information and ensures the protection of the information.

Purchasing and Administrative Services offers a wide range of services: records retention scheduling, file classification systems, forms management and central registry facilities; mail distribution services; centralized stationery and supply services; publications warehouse operation for over 900 publications, posters, corporate brochures and Foodland Ontario promotional materials; high volume copying to Head Office, the Guelph Agriculture Centre and outlying offices, including custom print work; office accommodation, space management, special equipment installations, and office equipment moves; control of the Ministry's purchasing activities, fleet of 800 vehicles, Bell Canada credit cards, Ontario Communications Network booklets and employees' IDs.

HUMAN RESOURCES BRANCH

AG & FOOD 31

801 Bay St., 8th Flr.
Toronto M7A 2B2
416-326-3715

The Human Resources Branch is responsible for the establishment of Ministry human resources policies and procedures, management information, appropriate classification and compensation levels for all employees, staff recruitment, benefits counselling, **employment equity**, staff training and development, occupational health and safety,

human resources planning, staff relations, personnel, payroll and employee benefit records and all matters affecting working conditions and performance. The branch works mainly in an advisory capacity with senior management and all line managers whose primary task is human resources matters within the units. It also serves as a liaison with the Human Resources Secretariat, Management Board Secretariat and Ontario Public Service Employees Union (OPSEU).

AUDIT SERVICES BRANCH**AG & FOOD 32**

2 Carlton St., Ste. 1817

Toronto M5B 1J3

416-326-3776

The Audit Services Branch is responsible for carrying out independent reviews and appraisals of the Ministry's financial, administrative and operational programs. This is achieved by conducting management, EDP, compliance audits and special investigations. The branch assists management to improve the efficiency, economy and effectiveness of Ministry programs by reviewing specific areas of concern and reporting on the adequacy of internal financial, management and operational controls.

MANAGEMENT SYSTEMS BRANCH**AG & FOOD 33**

801 Bay St., 7th Flr.

Toronto M7A 2B2

416-326-3600

The Management Systems Branch provides a wide range of information technology services to all administrative programs in the Ministry of Agriculture and Food. This involves maintenance of computer programs in the mainframe computer library, production of data retrieval reports on stored ministerial data, consulting services to other branches and the development of new systems and computer applications.

An office systems support unit supplies analysis, design and implementation services for word processing and office automation, and advises on the acquisition, enhancement and development of telecommunications systems (e.g., teleconferencing, fax and telex).

GUELPH DEVELOPMENT PROJECT**AG & FOOD 34**

777 Bay St., 12th Flr.

Toronto M5G 2E5

416-585-6140

The Guelph Development Project administers the mandate to oversee the relocation of the Toronto head office to Guelph, the consolidation of existing facilities in Guelph, and the construction of an office/lab complex. The lab facilities will include a Food Quality and Safety Laboratory and a Pesticide Residue and Trace Contaminants Laboratory.

The project is also responsible for the distribution of information about the Ministry's relocation and the construction of the Guelph office/lab complex to Ministry staff, the general public and Ministry clients.

FRENCH LANGUAGE SERVICES**AG & FOOD 35**

801 Bay St., 8th Flr.

Toronto M7A 2B2

416-326-3371

The French Language Services Coordinator provides guidance and assistance to all levels of management relating to the planning, effective delivery and monitoring of programs, activities and services in French, within the Ministry's guidelines.

The Coordinator acts as the Deputy Minister's advisor on the provision of French language services, keeping informed of the needs and concerns of the Franco-Ontarian community, communicating the information to the Deputy Minister and the Ministry and making constructive recommendations.

CROP INSURANCE AND STABILIZATION

CROP INSURANCE COMMISSION OF ONTARIO

AG & FOOD 36

801 Bay St., 5th Flr.
Toronto M7A 1B7
416-326-3276

The Crop Insurance Commission of Ontario makes available to farmers **insurance** plans to protect 52 commercially grown crops against natural hazards. The Commission administers the Crop Insurance Act.

FARM INCOME STABILIZATION COMMISSION

AG & FOOD 37

801 Bay St., 5th Flr.
Toronto M7A 1B7
416-326-3276

Farm income stabilization plans are available to provide **financial assistance** during times of low prices for the following **crops**: barley, soybeans, winter wheat, corn, oats, canola, seed corn, popcorn and potatoes. The Farm Income Stabilization Commission guarantees participating producers a price equal to 95 per cent of the previous five-year average market price, adjusted for changes in cash costs. The Commission also administers the Farm Income Stabilization Act.

Beginning in the 1991 crop year, stabilization plans providing price support equal to 95% of the previous 5 year coverage, are being replaced by revenue support programs funded on a tripartite basis. In addition, tripartite programs exist for beef, hogs and lambs, as well as apples, onions, edible beans and honey.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some agencies of the Ministry of Agriculture and Food are listed below. Contact the Policy and Programs Division, 416-326-3210, for unlisted agencies.

FARM PRODUCTS APPEAL TRIBUNAL

AG & FOOD 38

130 Macdonell St., Ste. 303A
Guelph N1H 2Z6
519-763-3430
Fax 519-763-0351

The Farm Products Appeal Tribunal came into operation Feb. 1, 1979. Constituted under section 11 of the **Ministry of Agriculture and Food Act**, it provides an independent, accessible avenue of appeal in matters relating to the **Farm Products Marketing Act** and the **Milk Act**. The Tribunal also serves as a licence review board under the **Milk Act**, the **Farm Products Marketing Act**, the **Edible Oil Products Act** and the **Oleomargarine Act**. It has the additional authority to review the conduct of commodity board members under the **Commodity Board Members Act**.

Under farm products marketing legislation, extensive regulatory powers are conferred on local producer marketing boards by the Farm Products Marketing Commission of Ontario. The Tribunal was established to make an impartial appeal mechanism available to any person who feels that a decision, direction, policy or order of the Commission, a producer marketing board, or a director under the Farm Products Marketing Act, or the Milk Act is unfair. Regulations made by producer marketing boards under the Farm Products Marketing Act or the Milk Act may also be appealed.

ONTARIO FOOD TERMINAL BOARD

AG & FOOD 39

165 The Queensway
Etobicoke M8Y 1H8
416-259-5479
Fax 416-259-4303

The Board operates the Ontario Food Terminal, a wholesale fresh **fruit** and produce market with cold storage facilities, which serves Ontario growers. It plays a major role in the orderly marketing of fruit and **vegetables** in Ontario.

ONTARIO STOCK YARDS BOARD

AG & FOOD 40

590 Keele St., Rm. 339
Toronto M6N 3E3
416-767-1163

Operating under the **Stock Yards Act**, the Board provides facilities for weighing **livestock** and supervising all **scales** operations. It also **licenses** sales agencies in the stock yard to act as brokers in the selling of livestock.

AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO

AG & FOOD 41

801 Bay St., 2nd Flr.
Toronto M7A 2B2
416-326-3396

The Agricultural Research Institute stimulates **agricultural research** to increase efficiency in food production, processing and marketing. The Institute also responds to inquiries about research programs in agriculture, **veterinary** medicine and **food** science and serves as an advisory body on research to the Minister of Agriculture and Food.

ONTARIO FARM IMPLEMENTS BOARD

AG & FOOD 42

Guelph Agriculture Centre
P. O. Box 1030
52 Royal Rd.
Guelph N1H 6N1
519-767-3561
Fax 519-824-6941

The Board administers the **Ontario Farm Implements Act** which regulates the sale of farm implements and prescribes minimum warranties on the sale of new **farm** implements. Provision is also made for the supply of emergency parts and for the return or replacement of defective farm implements. The Board's main functions include the **registration** of dealers and distributors of farm implements; the mediation of disputes between purchasers, dealers and distributors; and the supervision of safety measures relating to farm implements. Publications available are: Information Regarding The Farm Implements Act, 1988 (for dealers and distributors of farm implements) and The Farm Implements Act For Producers, Dealers and Distributors, Questions and Answers (farmers).

FARM PRODUCTS MARKETING COMMISSION

AG & FOOD 43

33 Yonge St., Ste. 800
Toronto M5E 1X2
416-861-2400

The Farm Products Marketing Commission administers the **Farm Products Marketing Act** and the **Milk Act**. Responsibilities include supervising the marketing boards established under the two Acts. The Farm Products Marketing Act provides for **commodity** regulation under 23 marketing plans; each plan is administered by a **producer marketing board**. The Act also requires the **licensing** of processors of regulated commodities (e.g., turkey, vegetables, grapes, tender fruit, potatoes, apples, asparagus, berries and seed corn dealers). The Milk Act provides authority to the **Ontario Milk Marketing Board** and the **Cream Producers' Marketing Board**.

ACTS

ACTS

AG & FOOD 44

The Ministry of Agriculture and Food is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact this Ministry's legal services or communications branch.

Abandoned Orchards Act
Agricultural and Horticultural Organizations Act, 1988
Agricultural Committees Act
Agricultural Rehabilitation and Development Act (Ontario)
Agricultural Representatives Act
Agricultural Research Institute of Ontario Act
Agricultural Tile Drainage Installation Act
Animals for Research Act
Artificial Insemination of Livestock Act
Beef Cattle Marketing Act
Bees Act
Bull Owner's Liability Act
Commodity Board Members Act
Commodity Boards and Marketing Agencies Act
Cooperative Loans Act
Crop Insurance Act Ontario
Dead Animal Disposal Act
Dog Licensing and Livestock and Poultry Protection Act
Drainage Act
Edible Oil Products Act
Farm Income Stabilization Act
Farm Practices Protection Act
Farm Products Containers Act
Farm Products Grades and Sales Act
Farm Products Marketing Act
Farm Products Payments Act
Fur Farms Act
Grain Corn Marketing Act
Grain Elevator Storage Act
Hunter Damage Compensation Act
Junior Farmers Establishment Act

Livestock Branding Act
Livestock Community Sales Act
Livestock and Livestock Products Act
Livestock Medicines Act
Meat Inspection Act (Ontario)
Milk Act
Ministry of Agriculture and Food Act
Nonresident Agricultural Land Interests Registration Act
Oleomargarine Act
Ontario Agricultural Museum Act
Ontario Farm Implements Act
Ontario Food Terminal Act
Plant Diseases Act
Pounds Act
Provincial Auctioneers Act
Riding Horse Establishments Act
Seed Potatoes Act
Sheep and Wool Marketing Act, 1981
Stock Yards Act
Tile Drainage Act
Topsoil Preservation Act
Veterinarians Act
Weed Control Act

MINISTRY OF THE ATTORNEY GENERAL

720 Bay St., 11th Flr.

Toronto M5G 2K1

The Attorney General is given a wide range of powers. A number of the duties of the office have been set out specifically by Ontario statute. The Ministry of the Attorney General Act provides for the Attorney General, as the law officer of the Executive Council, to: ensure that administration of public affairs is in accordance with the law; superintend all matters connected with the administration of justice in Ontario; perform the duties and hold the powers that belong to the Attorney General and Solicitor General of England by law or usage, so far as those duties and powers are applicable to Ontario; advise the government and superintend all matters of a legislative nature; advise heads of departments and agencies of government in their legal matters; and conduct and regulate all litigation for and against the Crown.

The Federal Minister of Justice for Canada has legislative authority for the substantive areas of criminal law and procedure, and asserts some independent right to prosecute certain classes of offences. The provincial Attorneys General of Canada have paramount responsibility to superintend all aspects of the administration of justice.

COMMUNICATIONS BRANCH

ATT GEN 1

720 Bay St., 11th Flr.

Toronto M5G 2K1

416-326-2200

The Communications Branch provides information services and establishes communications policy for the Ministry; advises its branches on communications problems; and provides communications support to the Minister and the Deputy Minister. Activities include liaising with the media, answering public inquiries, and producing and distributing publications, audio-visual materials, news releases and speeches. Copies of Ministry **publications** on **family** law, support and custody order enforcement and other public legal information can be obtained by writing to the branch or by visiting the walk-in centre at 720 Bay St., 3rd Floor. Hours of operation are Monday to Friday 9:00am—4:30pm. Bilingual services are available.

DRINKING/DRIVING COUNTERMEASURES OFFICE

ATT GEN 2

720 Bay St., 3rd Flr.

Toronto M5G 2K1

416-326-4408

The Drinking/Driving Countermeasures Office coordinates efforts to prevent impaired driving in Ontario. The office provides **information** to the public, coordinates and assists regional and local anti-drinking and driving groups, sponsors and conducts research on drinking drivers, provides advice on matters of government policy and represents the province on federal task-forces and committees.

The office also administers the **Arrive Alive** and **Community Action Grants** programs which make **grants** available to high school and community groups active in the fight against drinking and driving.

The office produces and distributes a variety of educational materials including statistical information, pamphlets, posters, window decals and audio-visual materials to increase public awareness about the issue.

FRENCH LANGUAGE SERVICES

ATT GEN 3

720 Bay St., 2nd Flr.
Toronto M5G 2K1
416-326-4055
Fax 416-326-4782

The French Language Services Branch ensures that the Ministry is able to provide French language services as required by the French Language Services Act, the **Criminal Code** and the **Courts of Justice Act**.

LEGISLATIVE COUNSEL**LEGISLATIVE COUNSEL SERVICES**

ATT GEN 4

Whitney Block, 1st Flr.
99 Wellesley St. W.
Queen's Park, Toronto M7A 1A2
416-326-2841
Fax 416-326-2806

Legislative Counsel Services are provided to Members of Provincial Parliament (MPPs), government ministers and ministry officials. The Office of Legislative Counsel drafts **legislation** (bills and regulations) in French and English; prepares the Statutes of Ontario (annual books of statutes) and the Revised Statutes of Ontario or RSOs (a consolidation of statutes, revised every ten years); and files and publishes regulations. A list of other statutes that still have the force of law may be found in Schedule C, Volume 9, Revised Statutes of Ontario 1980 and in the Table of Private Acts published in the 1984 Index to the Statutes of Ontario. For information on statutes and regulations in French and English, call this office. Copies of legislation and bills are available for walk in customer service or by writing to Publications Ontario, 880 Bay St., Toronto M7A 1N8, 326-5320 (see entry under Ministry of Government Services).

POLICY DEVELOPMENT DIVISION**POLICY DEVELOPMENT DIVISION**

ATT GEN 5

720 Bay St., 7th & 11th Flrs.
Toronto M5G 2K1
416-326-2500
Fax 416-326-2699

The Policy Development Division's functions include: **research** and analysis of all aspects of the administration of civil justice in Ontario; continual review of the statutes administered by the Ministry; and development of its legislative program. The division also oversees legal aid and development of equality rights initiatives, and advises the Attorney General and the Deputy Minister on the progress of bills during **legislation**.

CRIMINAL LAW DIVISION**CRIMINAL LAW DIVISION**

ATT GEN 6

720 Bay St., 10th & 11th Flrs.
Toronto M5G 2K1
416-326-2615

The Criminal Law Division's management structure is organized so that decision-making and service to the general public are divided among four head office directors and eight

regional directors of crown attorneys. The directors report to the Assistant Deputy Attorney General Criminal Law.

**DIRECTOR OF DIVISIONAL PLANNING
AND ADMINISTRATION**

ATT GEN 7

720 Bay St., 9th Flr.
Toronto M5G 2K1
416-326-2400

The Director of Divisional Planning and Administration has the organizational responsibility for financial and administrative support for the Criminal Law Division, including the development of efficient management structures and procedures and for centralized operational activities, such as, the operation of the **Victim/Witness Assistance Program**.

DIRECTOR OF CRIMINAL PROSECUTIONS

ATT GEN 8

720 Bay St., 11th Flr.
Toronto M5G 2K1
416-326-2419

The Director Of Criminal Prosecutions provides legal advice to the Attorney General, Assistant Deputy Attorney General Criminal Law, Crown Attorneys' System and the Criminal Law Division on matters relating to criminal prosecutions. The Director assists in the formulation of prosecution policies and programs of the Criminal Law Division, and prosecutes major allegations of wrongdoing in the administration of justice and other criminal matters as directed by the Assistant Deputy Attorney General Criminal Law.

DIRECTOR OF CROWN LAW CRIMINAL

ATT GEN 9

720 Bay St., 10th Flr.
Toronto M5G 2K1
416-326-2301

This office is responsible for the preparation and argument of all criminal appeals to the Supreme Court of Canada, Court of Appeal for Ontario and Ontario Court (General Division) in indictable offences in the province, whether the Crown is the respondent or the appellant. Activities include dealing with the judiciary, crown attorneys, police and the public, and conducting special **prosecutions**.

Crown Law Criminal also provides a **racial attack advice service** by telephone to victims of racially-motivated **criminal offences** (326-4574), including physical **assaults** where the police have not laid charges. Lawyers inform callers of their right to lay charges and the procedure to follow.

DIRECTOR OF CRIMINAL LAW POLICY

ATT GEN 10

720 Bay St., 10th Flr.
Toronto M5G 2K1
416-326-4659

Criminal Law Policy is responsible for the development of policy regarding changes to the administration of criminal justice in the province and to the criminal law of Canada, including providing advice on the response to be taken to criminal law reform proposals initiated by the federal government or other provinces. The office also plays a role in determining Ministry policy concerning justice for aboriginal peoples.

CROWN ATTORNEYS

ATT GEN 11

The Crown Attorneys are responsible for conducting **prosecutions** of **offences** in their region under the **Criminal Code of Canada** and other federal statutes such as the **Young Offenders Act**. Prosecutions are also conducted under provincial statutes, such as the **Highway Traffic Act** and the **Liquor Licence Act**. Exercising the Attorney General's discretionary powers with respect to prosecutions, the Crown Attorneys and their assistants choose the appropriate charge on which to proceed, consider the release of prisoners pending **trial**, and conduct trials at all levels of court.

Crown Attorneys also watch over private summary conviction prosecutions, intervene if required in the interests of the community, and represent the Crown in all summary conviction appeals held in the district courts. Additional responsibilities include acting as counsel to the **coroner** during **inquests**, and advising the **police**, **lawyers** and the public on general matters related to the administration of justice.

Crown Attorneys are divided among eight regions across Ontario and headed by regional directors.

Central East Region
1091 Gorham St., 2nd Flr.
Newmarket L3Y 7V1
416-836-5624

Northeast Region
144 Pine St., Ste. 600
Sudbury P3C 1X3
705-675-4166

Central South Region
50 Main St. E.
Hamilton L8N 1E9
416-528-9188

Northwest Region
233 Court St., 2nd Flr.
Thunder Bay P7B 2X9
807-345-2888

Central West Region
201 County Court Blvd., Ste. 302
Brampton L6W 4L2
416-452-7494

Southwest Region
150 Dufferin Ave., Ste. 202
London N6A 5N6
519-661-2883

East Region
161 Elgin St., Ste. 3225
Ottawa K2P 2K1
613-239-1222

Toronto Region
720 Bay St., 6th Flr.
Toronto M5G 2K1
416-326-4487

CIVIL LAW DIVISION

CROWN LAW OFFICE CIVIL LAW

ATT GEN 12

720 Bay St., 8th Flr.
Toronto M5G 2K1
416-326-4008

This office provides the Ontario Government with legal services for civil **litigation** matters in all levels of courts, boards and tribunals. Professional advice and legal opinions are offered to all government ministries, agencies and tribunals on a variety of subjects, including interpretation of provincial **legislation**. The office also examines applications for **judicial review** to determine if an intervention will be made on behalf of the Attorney General and deals with claims for and against the Crown.

SECONDED LEGAL SERVICES

ATT GEN 13

720 Bay St., 9th Flr.
Toronto M5G 2K1
416-326-4023
Fax 416-326-4019

Seconded Legal Services is responsible for the administration and coordination of legal services which are provided to ministries and certain agencies, boards and commissions of the Ontario Government. This program provides legal advice and services to the Ontario Government only and not to members of the general public. The program head also functions as Chief Inquiry Officer under the **Expropriations Act** by appointing and providing liaison with provincial inquiry officers who hear public concerns on specific **expropriation** cases.

OFFICIAL GUARDIAN BRANCH

ATT GEN 14

180 Dundas St. W., 6th Flr.
Toronto M5G 1E4
416-965-1865
Fax 416-324-3618

The office of the Official **Guardian** investigates, advocates, protects and represents the personal and property rights and obligations of persons under a **disability** at law, usually minors, in proceedings before the courts and tribunals of Ontario.

The Official Guardian provides legal services primarily for **children** under Section 125 and 102(3) Courts of Justice Act, the Rules of the Courts, the Child and Family Services Act, and the parents patriae jurisdiction of the Ontario Court (General Division).

OFFICE OF THE PUBLIC TRUSTEE

ATT GEN 15

145 Queen St. W.
Toronto M5H 2N8
416-314-2800
Fax 416-314-2695

This office is responsible for administering: the assets of **financially incompetent** persons, many of whom reside in **psychiatric** hospitals, chronic care hospitals, and facilities for the **developmentally handicapped**, pursuant to the provisions of Part III of the **Mental Health Act** and the **Developmental Services Act**; the **estates** of deceased persons in Ontario who die **intestate** without any adult heirs living in the province pursuant to the provisions of the **Crown Administration of Estates Act**; the assets of estates as appointed executor under a **will**; assets as grantee of Powers of Attorney; assets as trustee under various provincial and federal legislation such as the **Family Benefits Act** or the **Old Age Security Act**; the **Charities Law** in the Province of Ontario and it ensures general compliance by all **charitable organizations** pursuant to the provisions of the **Charities Accounting Act** and the **Charitable Gifts Act**.

Other responsibilities of the Office of the Trustees are as receiver and administrator of: assets forfeited to the Province of Ontario pursuant to the **Corporation Act**, and the **Escheats Act**; assets received under the **Unclaimed Intangible Property Act**; funds received as perpetual care deposits for cemeteries in Ontario pursuant to the **Cemeteries Act**.

The Public Trustee acts as last resort **substitute decision maker** for all medical or dental treatment prescribed for patients of Ontario hospitals who are unable to consent to such treatment by reason of mental incapacity pursuant to the regulations under the **Public Hos-**

pitals Act. The office also represents as litigation guardian to persons involved in court proceedings who are unable to instruct counsel by reason of incompetency.

CONSTITUTIONAL LAW AND POLICY DIVISION

CONSTITUTIONAL LAW AND POLICY DIVISION

ATT GEN 16

720 Bay St., 7th & 11th Flrs.

Toronto M5G 2K1

416-326-4460

Fax 416-326-4015

This division advises all ministries on **constitutional** questions, and develops policy for Ontario's position on every aspect of constitutional amendment. The division also reviews **litigation** in which constitutional questions are raised in Ontario courts, the Federal Court of Canada and the Supreme Court of Canada. Where advisable, division counsel appears in such litigation to represent the Attorney General of Ontario as a party or intervenor, or to represent the concerned Ministry.

FINANCE AND ADMINISTRATION DIVISION

COMPUTER AND TELECOMMUNICATIONS SERVICES BRANCH

ATT GEN 17

720 Bay St., 6th Flr.

Toronto M5G 2K1

416-326-2000

The Computer and **Telecommunications** Services Branch (CTSB) is responsible for the development of new computer systems, and the enhancement and support of systems already in production in the Ministry. Activities include designing corporate information resource structures, performing contingency and capacity planning, and ensuring security of data access and facilities.

The branch evaluates and supports office automation and provides expertise and consultations on the appropriate use and implementation of office automation **technology** to Ministry management.

The branch offers walk-in support, training and consulting services to Ministry end-users of computer systems. The coordination of voice and data communication systems for the Ministry is also planned, managed and implemented by this branch.

ACCOUNTANT OF THE ONTARIO COURT (GENERAL DIVISION)

ATT GEN 18

123 Edward St., Ste. 610

Toronto M5G 1E3

416-965-5596

Fax 416-965-2115

This office is the depository for all money, **mortgages** and **securities** paid into, or lodged with, the Ontario Court (General Division). These monies, mortgages and securities are received and disbursed or released pursuant to judgements and orders of the Accountant of the Ontario Court (General Division), and in accordance with the **Courts of Justice Act** and other relevant statutes. Where monies are in court to the credit of infants, this office administers the funds until the **children** reach the age of majority.

**FINANCIAL AND ADMINISTRATIVE SERVICES
BRANCH**

ATT GEN 19

720 Bay St., 5th Flr.
Toronto M5G 2K1
416-326-4400
Fax 416-326-4312

The branch provides effective appropriation control for all the funds voted to the Ministry and its agencies by the Legislature and in-year allocation approved by the Management Board of Cabinet; and provides related financial and administrative support services.

The branch provides senior management with the financial information and planning framework required to determine the effective allocation of corporate resources; maintains a fair and equitable procurement system required to ensure that quality goods and services are acquired at the best price from the widest range of potential suppliers; and establishes appropriate financial and administrative policies and procedures.

The branch also assists **royal commissions** and **judicial inquiries** with logistical and administrative support. Advice is offered on administration and operational guidelines.

Other responsibilities include drafting and coordinating the processing of all Orders-in-Council and Regulations for the Ministry; coordinating the responses to Order Paper Questions; and administering the **Public Institutions Inspection Act**.

HUMAN RESOURCES BRANCH

ATT GEN 20

720 Bay St., 3rd Flr.
Toronto M5G 2K1
416-326-4490

The Human Resources Branch develops, coordinates and administers a full range of personnel and payroll services within the Ministry of the Attorney General. Responsibilities include the establishment and administration of Ministry human resources policies and procedures, classification and compensation levels, recruitment, training and development, human resources planning, employee counselling, staff relations, strategies for renewal, **employment equity** and special **employment** programs. The branch also maintains the Ministry's personnel, payroll and employee benefits records; liaises with the Human Resources Secretariat and the Ontario Public Service Employees Union (OPSEU), and administers the **Blind Persons' Rights Act**. This Act states that **blind** persons shall not be denied **accommodation**, services or facilities or experience **discrimination** because they keep or are accompanied by a guide **dog**. As proof of entitlement to the Act's provisions, the branch issues an identification card, with a picture of the blind person and the dog, upon successful completion of an approved training program.

AUDIT SERVICES BRANCH

ATT GEN 21

720 Bay St., 5th Flr.
Toronto M5G 2K1
416-326-4223
Fax 416-326-4219

The branch is responsible for the Ministry's audit functions, which include comprehensive review and appraisal of financial, administrative and operational records, systems and controls.

**FREEDOM OF INFORMATION AND PRIVACY
OFFICE**

ATT GEN 22

720 Bay St., 5th Flr.
Toronto M5G 2K1
416-326-4300
Fax 416-326-4307

The Freedom of Information Office coordinates implementation and administration of the Freedom of Information and Protection of Privacy Act within the Ministry. Responsibilities include developing policies, procedures and guidelines, tracking and managing responses to access requests from the public, coordinating appeal and mediation processes, preparing statistical reports, and ensuring adherence to privacy provisions and other legislative requirements of the Act. A public **reading room** for the review of manuals and other information is open during regular office hours at 720 Bay St., 5th Flr., Toronto M5G 2K1.

ADMINISTRATIVE TRIBUNALS**OFFICE OF THE POLICE COMPLAINTS
COMMISSIONER**

ATT GEN 23

157 Bloor St. W.
Toronto M5S 1P7
416-325-4700
Toll-free 1-800-267-5648
Fax 416-325-4704

The Office of the Police Complaints Commissioner was introduced under the Police Services Act, 1990, as a province-wide system for civilian review of regional, municipal and Ontario Provincial Police conduct.

The office is totally separate from the police. Its civilian investigators receive, monitor, investigate and review complaints concerning allegations of misconduct by **police** officers. Upon review, the Police Complaints Commissioner has the power to resolve complaints informally, recommend changes in police practices and procedures, and if in the public interest, order a civilian board of inquiry hearing.

A complaint can be made in person, by letter or telephone, at the Office of the Police Complaints Commissioner; or in person or by letter at the police department's in-house Public Complaints Investigation Bureau or any police station or Ontario Provincial Police detachment within Ontario.

ONTARIO MUNICIPAL BOARD

ATT GEN 24

180 Dundas St. W.
Toronto M5G 1E5
416-327-1700
Fax 416-327-1669

The Ontario Municipal Board is an independent administrative tribunal which hears applications/appeals on municipal and planning matters. These include: **zoning** by-laws, **subdivision** plans, **official plans**, consents and minor variances under the **Planning Act**; assessment appeals under the **Assessment Act**; **land compensation** matters under the **Expropriations Act**; municipal capital expenditures and debentures under the **Municipal Act**; appeals under the **Rental Housing Protection Act**; and other legislation.

The Board was established by, and derives some of its authority from, the Ontario Municipal Board Act.

ASSESSMENT REVIEW BOARD

ATT GEN 25

80 Bloor St. W.
Toronto M5S 1L9
416-965-7574
Fax 416-324-3617

The Assessment Review Board hears complaints against **real property** and **business assessment**, which is the basis of **municipal taxation** in Ontario. The board handles appeals to amend school support lists for **school board** taxation; applications for the cancellation, reduction or refund of municipal taxes; and requests to increase municipal taxes where manifest errors have been made in the collectors' roll. For further information on real property assessment, see the Ministry of Revenue, Field Operations Branch. Contact local municipal offices for questions on property taxation and rates. Pursuant to the Commercial Concentration Tax Act 1989, Statutes of Ontario chapter 75, the Board hears complaints against the assessment of properties under this act. For assessment complaints, contact the offices listed below.

Regional Registrar
Grand River/Niagara Area
678 Main St. E., Ste. 303
Hamilton L8M 1K2
416-549-4173
Fax 416-545-7315
(Brant, Dufferin, Wellington,
Waterloo, Niagara,
Haldimand-Norfolk,
Hamilton-Wentworth)

Regional Registrar
Southwestern Area
426 Third St., 1st Flr.
London N5W 4W6
519-453-6660
Fax 519-451-1572
(Elgin, Bruce, Grey,
Middlesex, Oxford, Kent,
Lambton, Essex, Huron,
Perth)

Regional Registrar
*Central, Georgian Bay
and Lake Huron Area*
390 Davis Dr., Ste. 300
Newmarket L3Y 2N9
416-895-1274
Fax 416-895-4320
If long distance dial
1-800-263-3237
(Simcoe, York, Halton,
Peel)

Regional Registrar
Northeastern Area
147 McIntyre St. W.
North Bay P1B 2Y5
705-474-1612
Fax 705-474-8662
(Nippissing, Muskoka,
Parry Sound, Cochrane,
Timiskaming, Manitoulin,
Sudbury)

Regional Registrar
Metro Toronto Area North
Sheppard Centre
2 Sheppard Ave. E., Ste. 605
North York M2N 5Y7
416-733-1990
Fax 416-326-2110

Regional Registrar
Eastern Area
2378 Holly Lane, Rm. 208
Ottawa K1V 7P1
613-731-7166
Fax 613-523-3471
(Ottawa-Carleton, Prescott
& Russell, Stormont, Dundas
& Glengarry, Lanark, Leeds
& Grenville, Renfrew, Frontenac,
Lennox & Addington, Hastings,
Prince Edward, Northumberland)

Regional Registrar
Lake Ontario Area
 277 George St. N., Ste. 207
Peterborough K9J 3G9
 705-743-7960
 Fax 705-743-1990
 (Peterborough, Victoria,
 Haliburton, Durham)

Regional Registrar
Northwestern Area
 85 Great Northern Rd.
Sault Ste. Marie P6B 4Y8
 705-949-5280
 Fax 705-949-9513
 (Algoma, Thunder Bay,
 Kenora, Rainy River)

Regional Registrar
Metro Toronto Area South
 80 Bloor St. W., Ste. 701
Toronto M5S 1L9
 416-965-6826
 Fax 416-324-3617

CRIMINAL INJURIES COMPENSATION BOARD

ATT GEN 26

439 University Ave., 17th Flr.
 Toronto M5G 1Y8
 416-326-2900
 Fax 416-326-2883

The Board provides **compensation** to eligible applicants when a person is injured or killed in Ontario, as the result of an unprovoked act of **criminal** violence.

BOARD OF NEGOTIATION

ATT GEN 27

720 Bay St., 4th Flr.
 Toronto M5G 2K1
 416-326-4700

The Board may act as a mediator in negotiating a settlement when **real property** is **expropriated** and no agreement can be reached on **compensation**. The property owner or the expropriating authority can request the services of the Board.

BOARD OF VALUATION

ATT GEN 28

720 Bay St., 4th Flr.
 Toronto M5G 2K1
 416-326-4700

Where a power exercised under the **Power Corporation Act** does not constitute an expropriation or injurious affection, **compensation** must be paid to the **real property** owner for all damage. The Board of Valuation determines the amount of compensation when no agreement can be reached. If either the owner or the power corporation is dissatisfied with the amount fixed, appeals may be made to the **Ontario Municipal Board**.

COURTS ADMINISTRATION PROGRAM**COURTS ADMINISTRATION PROGRAM**

ATT GEN 29

720 Bay St., 2nd Flr.

Toronto M5G 2K1

416-326-4002

Under the direction of the Assistant Deputy Attorney General, Courts Administration (326-2609), this program provides administrative and technical support and direction to the **Ontario Court (General Division)** and the **Ontario Court (Provincial Division)**.

Additional responsibilities include: planning and provision of courtroom and court office **accommodation** (326-4025), court reporting services (326-4035), court **translation** and interpretation services (326-4035), administrative support for provincially appointed judiciary; and processing of applications for **Commissioners** for taking **affidavits** and **notaries public** 326-4064.

The **Support and Custody Enforcement Program** (326-4710) is also administered by this division.

COURT OF APPEAL FOR ONTARIO

ATT GEN 30

130 Queen St. W., Rm. 171

Toronto M5H 2N5

416-327-5022

The Court of Appeal for Ontario is the highest appellate court in the province. It hears criminal and civil appeals and sits primarily in Toronto.

ONTARIO COURT (GENERAL DIVISION)

ATT GEN 31

361 University Ave.

Toronto M5G 1S5

416-327-5440

The Ontario Court (General Division) has jurisdiction in both **criminal** and civil cases. In civil cases, any amount above the Small Claims Court's jurisdiction may be claimed. Cases involving amounts under \$1,000 (\$3,000 in Metro Toronto) are brought to the Small Claims Court. The Ontario Court (General Division) hears proceedings pursuant to a variety of Statutes, including: the **Landlord and Tenant Act**, **Family Law Act** and **Mental Incompetency Act**. Persons rarely appear without legal counsel. In many cases, either party may select **trial** by judge and jury. Criminal jurisdiction involves handling trials, with or without a jury, for most indictable offences.

Sheriffs carry out the court's orders of the Ontario Court (General Division). Responsibilities include summoning jurors for **jury** duty in these courts, putting **writs** of execution into effect, and serving **documents** on behalf of members of the legal profession and the public. Sheriffs are also in charge of maintenance, security, etc. for county court houses.

TORONTO REGION, ONTARIO
COURT (GENERAL DIVISION)
DIVISIONAL COURT

ATT GEN 32

130 Queen St. W., Rm. 171
Toronto M5H 2N5
416-327-5100
Fax 416-327-5080

The Divisional Court has the jurisdiction to hear civil **appeals** from administrative tribunals and the Small Claims Court as well as applications for judicial review. This court sits in Toronto, Ottawa, London, Brampton, Newmarket, Thunder Bay, Sudbury and Hamilton.

TORONTO REGION, ONTARIO
COURT (GENERAL DIVISION)
BANKRUPTCY COURT/COMMERCIAL LIST
OFFICE

ATT GEN 33

145 Queen St. W., Rm. 118
Toronto M5H 2N9
416-327-5044
Fax 416-327-5527

This office hears applications for bankrupts and trustee in bankruptcy discharges, petitions for receiving order, approval of proposals, motions and trials filed under the Bankruptcy Act. Also deals with receiverships, winding up of corporations, shareholder agreements. Commercial Court sits only in Toronto, other Bankruptcy Offices located in London and Ottawa.

TORONTO REGION, ONTARIO
COURT (GENERAL DIVISION)
CENTRAL OFFICE

ATT GEN 34

145 Queen St. W., Rm. 104
Toronto M5H 2N9
416-327-5505
Fax 416-327-5527

This office issues statements of claim and accepts pleadings filed in conjunction with civil actions commenced in this office. It issues petitions for **divorce** and certificates of divorce for the Toronto Region. Appointments for the assessment of party and party bills are also handled by this office. Landlord and Tenant matters are handled through the General Office at 361 University Ave., Toronto (327-5440).

TORONTO REGION, ONTARIO
COURT (GENERAL DIVISION)
CERTIFICATION REGISTRY OFFICE/
ENTRY OFFICE

ATT GEN 35

145 Queen St. W., Rm. 104E
Toronto M5H 2N9
416-327-5530
Fax 416-327-5527

This office issues **certified** copies of court orders for civil, divorce and family law actions, also issues **writs** of seizure and sale, notices of **garnishments** for actions commenced in the Central Office, Room 104.

TORONTO REGION, ONTARIO
COURT (GENERAL DIVISION)
MOTIONS COURT OFFICE
145 Queen St. W., Rm. 123
Toronto M5H 2N9
416-327-5462
Fax 416-327-5527

ATT GEN 36

This office issues applications and handles civil motions (excluding Family Law matters) to be heard by a judge of the Ontario Court (General Division). Appointments by counsel for motions exceeding 2 hours must be obtained from this office. Motions, under 2 hours, can be heard on any sitting day provided material is filed in the Motions Court Office prior to 2:00pm on the day before the hearing.

TORONTO REGION, ONTARIO
COURT (GENERAL DIVISION)
MASTERS OFFICE
145 Queen St. W., Rm. 223
Toronto M5H 2N9
416-327-5475
Fax 416-327-5484

ATT GEN 37

The Masters are judicial officers who have jurisdiction to consider certain motions in Ontario Court (General Division) proceedings. They also handle the **assessment** of solicitor and client legal bills and matters filed under the Construction Lien Act. In addition to Toronto, Master's Offices are located in Windsor and Ottawa.

TORONTO REGION, ONTARIO
COURT (GENERAL DIVISION)
FAMILY LAW OFFICE
145 Queen St. W., Rm. 311
Toronto M5H 2N9
416-327-5542
Fax 416-327-5527

ATT GEN 38

This office handles claims, motions and applications filed under the Divorce Act, Family Law Reform Act, Children's Law Reform Act. It deals with access, support and custody issues, and division of property.

TORONTO REGION, ONTARIO
COURT (GENERAL DIVISION)
COURT SERVICES MANAGER'S OFFICE
361 University Ave., Rm. 113
Toronto M5G 1T3
416-327-5567
Fax 416-327-5272

ATT GEN 39

This office provides administrative and technical support to all offices of the Ontario Court (General Division).

TORONTO REGION, ONTARIO
COURT (GENERAL DIVISION)
GENERAL OFFICE
361 University Ave., Rm. 110
Toronto M5G 1T3
416-327-5440
Fax 416-327-5445

ATT GEN 40

This office issues statements of claim and accepts pleadings filed in conjunction with civil actions commenced in this office. It handles Landlord and Tenant matters. It also issues **certified** copies of orders, **writs** of seizure and sale, **garnishments** from actions commenced in this office. Divorce matters are handled through the Central Office at 145 Queen St. W., Toronto (327-5505).

TORONTO REGION, ONTARIO
COURT (GENERAL DIVISION)
CRIMINAL OFFICE
361 University Ave., Rm. 241
Toronto M5G 1T3
416-327-5917

ATT GEN 41

This office handles all criminal motions (**bail** applications, bail review, certiorari, etc.) before the Court. Receives indictments and information from Crown Attorneys and Ontario Court (Provincial Division), criminal offices.

TORONTO REGION, ONTARIO
COURT (GENERAL DIVISION)
TRIAL OFFICE (CIVIL)
361 University Ave., Rm. 405
Toronto M5G 1T3
416-327-5320

ATT GEN 42

This office schedules all civil actions for pretrial and trial.

TORONTO REGION, ONTARIO
COURT (GENERAL DIVISION)
TRIAL OFFICE (CRIMINAL)
361 University Ave., Rm. 408
Toronto M5G 1T3
416-327-5606

ATT GEN 43

This office schedules criminal actions for trial with the exception of federal indictments (drug offences) which are scheduled by the Federal Criminal Trial Coordinator at 327-5419.

TORONTO REGION, ONTARIO
COURT (GENERAL DIVISION)
SHERIFF'S OFFICE
361 University Ave., Rm. 109
Toronto M5G 1T3
416-327-5600
Fax 416-327-5272

ATT GEN 44

This office handles the enforcement of civil orders and judgements, service of process, and evictions. It is also responsible for the calling and empanelling of **juries**.

TORONTO REGION, ONTARIO
COURT (GENERAL DIVISION)
COURT REPORTERS OFFICE
180 Dundas St. W., Ste. 1300
Toronto M5G 1E4
416-965-2824

ATT GEN 45

This office provides written **transcripts** of certain court proceedings.

ONTARIO COURT (GENERAL DIVISION)
ESTATES ADMINISTRATION
439 University Ave., 3rd Flr.
Toronto M5G 1Y8
416-965-7316

ATT GEN 46

Estates Administration, formerly the Surrogate Court, probates **wills** of persons who die testate (with a will) and letters of administration of persons who die **intestate** (without a will). The Court also handles contested claims against **estates**, will **trials**, applications under the **Succession Law Reform Act** and **Proof in Solemn Form of Lost Wills**. For information, contact the Registrar, Ontario Court (General Division) listed alphabetically under Ontario Courts, Ministry of the Attorney General.

ONTARIO COURT (GENERAL DIVISION)
SMALL CLAIMS COURT
Judges' Chambers
400 University Ave., 16th Flr.
Toronto M5G 1S8
416-965-3715

ATT GEN 47

Small Claims Court Branch
720 Bay St., 2nd Flr.
Toronto M5G 2K1
416-326-4002

The Small Claims Court provides a convenient and inexpensive way to settle disputes over goods and services, and collect outstanding **debts** for amounts not exceeding \$3,000, exclusive of interest, in Metropolitan Toronto and not exceeding \$1,000, exclusive of interest, for the remainder of the province.

Procedures are informal; lawyers are not required, although their services may be used. **Court** staff may assist in the filing of a claim or defence. The Small Claims Courts are listed alphabetically under Ontario Courts, Ministry of the Attorney General.

SMALL CLAIMS COURT
SMALL CLAIMS COURT REFEREES
Judicial District of York
College Park, 444 Yonge St., Rm. 257
Toronto M5B 2H4
416-965-5591

ATT GEN 48

Referees of the Small Claims Court conduct hearings on **garnishments**, consolidation orders and notices of examination. For this service, telephone for an appointment and bring information regarding income, expenses, debts and creditors. Referees conduct terms of payment, accounting and pretrial hearings.

There is a Small Claims Court Referee in each of the following judicial districts or counties: Cochrane (Timmins), Hamilton-Wentworth (Hamilton), Kenora (Dryden and Kenora), Middlesex (London and Strathroy), Ottawa-Carleton (Ottawa, Alexandria, Cornwall, Hawkesbury, Pembroke and Rockland), Sudbury (Sudbury), and York (Toronto). The Small Claims Court Referee service in Metro Toronto has been decentralized to provide better service to the public. In addition to the referee at the College Park location, there are referees at the Etobicoke, North York and Scarborough Small Claims Courts. For addresses and telephone numbers, see the Ontario Courts, Ministry of the Attorney General.

ONTARIO COURT (PROVINCIAL DIVISION)

ATT GEN 49

Matters under the Provincial Offences Act are presided over by provincial judges and Justices of the Peace who render the final disposition for **offences** under the Statutes of Ontario and **municipal** by-laws, including parking infractions.

The **Provincial Offences Act** covers the **prosecution** of all provincial offences (e.g. those under the **Highway Traffic Act**) and municipal by-laws, including parking infractions. This Act provides a procedure for dealing with minor offences. The person charged may choose one of four options: a payment out of court, a plea of not guilty, a plea of guilty with explanation or a request for trial. The Act also provides for proceedings to be brought to **court** for more serious offences.

Inquiries about payment of **parking tags** issued by municipal officers should be directed to the appropriate municipal office. Parking tags are payable at the municipal office or any bank in the province.

For inquiries on payment of **fines** following conviction and **driver licence** suspension for non-payment of fines, call the Fine Enforcement Office in Toronto, 327-5675.

The Provincial Offences Court holds sittings on a regular basis at approximately 149 locations throughout the province. Addresses are the same as for the Ontario Court (Provincial Division), and can be found under Ontario Courts, Ministry of the Attorney General.

ONTARIO COURT (PROVINCIAL DIVISION)

ATT GEN 50

OLD CITY HALL

60 Queen St. W.

Toronto M5H 2M4

416-327-5675

The Ontario Court (Provincial Division), criminal court renders the final disposition in approximately 95 per cent of all cases under the **Criminal Code of Canada** and other federal statutes. This includes cases involving **young offenders** 16 and 17 years of age charged with criminal or regulatory offences. Judges appointed by the Lieutenant-Governor-in-Council preside over the court.

Persons accused of indictable offences which are neither within the absolute jurisdiction of a Provincial Division judge nor customarily tried before the Ontario Court (General Division) may elect to be tried before a Provincial Division or General Division judge sitting alone or with a jury. For **bail** procedures to release a person from custody, contact a Justice of the Peace at the appropriate **court** branch or, in Toronto, the Bail Office at 327-5187.

Justices of the Peace and judges perform civil **marriages** (in Toronto, Monday to Friday) by special appointment only, to be made in person and in advance (327-5826).

Ontario Court (Provincial Division), criminal offices hold sittings on a regular basis at approximately 149 locations throughout the province. A list showing court addresses and telephone numbers appears under Ontario Courts, Ministry of the Attorney General.

ONTARIO COURT (PROVINCIAL DIVISION)
DEFAULTED FINES CONTROL CENTRE

ATT GEN 51

60 Queen St. W., Rm. 19
Old City Hall
Toronto M5H 2M4
416-327-5754

The Defaulted Fines Control Centre monitors court orders suspending **driver licences** for nonpayment of **fin**es under the **Highway Traffic Act**. Information is provided about the fines and the procedures for clearing suspensions. The Centre does not deal with **traffic** fines for drivers whose licences have not been suspended. For this information, contact the appropriate local Ontario Court (Provincial Division) office, listed under Ontario Courts, Ministry of the Attorney General.

The Defaulted Fines Control Centre also monitors unpaid **parking tags**. The owner of the car is denied plates until the fines are paid. Information is provided about the fines and procedures for renewing permits.

ONTARIO COURT (PROVINCIAL DIVISION)
METRO TORONTO FORENSIC SERVICE

ATT GEN 52

1001 Queen St. W.
Toronto M6J 1H4
416-535-8501

The Metro Toronto Forensic Service (**METFORS**) performs **psychiatric** assessments of persons arrested due to alleged **criminal** offences and suspected of being **mentally ill**. Examinations are ordered primarily by the Ontario Court (Provincial Division) and usually conducted prior to bail. The Service also assesses and treats persons who have demonstrated signs of mental illness while in jail awaiting trial. METFORS is funded by the Ministry of the Attorney General; staffed by professionals in the field; and run by a board of representatives from the **Clarke Institute of Psychiatry** and the Ministries of the Attorney General, Health and Correctional Services. While primarily serving courts within the Judicial District of York, METFORS sometimes accepts cases from elsewhere.

ONTARIO COURT (PROVINCIAL DIVISION)
UNIFIED FAMILY COURT

ATT GEN 53

Judicial District of Hamilton-Wentworth
55 Main St. W.
Hamilton L8P 1H4
416-525-1550

The Unified Family Court, Judicial District of Hamilton-Wentworth, was established in 1977, in response to recommendations by the federal and Ontario law reform commissions, as a pilot project for future development in other areas of Ontario. Replacing the former Provincial Court (Family Division) of Hamilton-Wentworth, the Unified Family Court has exclusive, original jurisdiction over family matters as set out in the Courts of Justice Act, 1984, Part III. The court is designed to remedy problems, assumed to be the product of the existing court system, by unifying the exercise of jurisdiction in all **family** law matters. Court objectives relate to the interests of individual families and the state. For families, the system aims to lessen feelings of confusion, decrease costs, reduce delay

and inconvenience, and provide a comprehensive, equitable, understandable and durable legal resolution. For the state, the system aims to decrease the court, legal and welfare costs of resolving family disputes; to preserve and strengthen the family by helping spouses accept their responsibilities; and to promote conditions which encourage respect for the law and the courts. Attached to and forming part of the Unified Family Court is a conciliation service, which mediates between parties to resolve issues of custody and access, support and property issues.

ONTARIO COURT OF JUSTICE (PROVINCIAL DIVISION)

ATT GEN 54

Chief Judge's Office
1 Queen St. E., Ste. 2600
P. O. Box 91
Toronto M5C 2W5
416-327-5660

The Ontario Court (Provincial Division) has been created out of a merger of the former Provincial Court (Criminal Division), the Provincial Court (Family Division) and the Provincial Offences Court.

On its criminal law side, the court renders the final disposition in approximately 95 per cent of all matters under the **Criminal Code of Canada** and other federal statutes. This includes prosecutions of **young offenders** (persons charged with **criminal** or other federal offences allegedly committed while under eighteen years of age).

Persons accused of indictable offences that are neither within the absolute jurisdiction of a provincial judge nor customarily tried before the Ontario Court of Justice (General Division) may elect to be tried before a provincial judge, or a judge of the General Division sitting alone, or a judge of the General Division sitting with a jury. For **bail** procedures to release a person from custody, contact a justice of the peace at the appropriate **court** office or branch office or, in Toronto, the Bail Office at 327-5187.

The Ontario Court (Provincial Division) also renders final final disposition for **offences** under the statutes and regulations of Ontario and municipal by-laws, excluding parking infractions. These proceedings are conducted before a provincial judge or a justice of the peace. The **Provincial Offences Act** governs the procedure for the **prosecution** of all provincial offences (such as under the **Highway Traffic Act** or the **Liquor Control Act**) and of offences under municipal by-law, excluding parking infractions. A person charged may choose one of three options: payment out of court; a plea of not guilty; or a plea of guilty with an explanation. The Act also provides for proceedings to be brought to court for more serious offences. (Parking infractions continue to fall under the procedure prescribed by the Summary Convictions Act, for the present.)

Inquiries about payment of **parking tags** issued by municipal police should be directed to the local police, since procedures vary throughout the province. Parking tags issued by the Metropolitan Toronto Police are payable at the municipal office or any bank in the province.

For inquiries on payment of **fines** following conviction and **driver's licence** suspension for nonpayment of fines call the Ontario Court (Provincial Division); in Toronto, call 327-5675.

The Ontario Court (Provincial Division) also deals with the following aspects of family law in every county, district or judicial district except for the Judicial District of Hamilton-Wentworth (where these domestic relations matters are part of the jurisdiction of the Uni-

fied Family Court): custody of and access to **children** and enforcement of custody and access orders (whether made in or out of Ontario) under the Children's Law Reform Act; **support** orders for spouses, children and destitute parents under the Family Law Act; enforcement of support orders made in Ontario and in reciprocating states under the family rules of the Ontario Court (Provincial Division) and the **Reciprocal Enforcement of Maintenance Orders Act**; protection of neglected and abused children, secure treatment of children with mental disorders and **adoption** under the **Child and Family Services Act**; review of certain decisions of the Registrar General of Vital Statistics relating to applications for change of **name** under the **Change of Name Act**; and dispensing with parental consent to **marriage** of minors over the age of sixteen years under the **Marriage Act**.

Provincial judges and justices of the peace perform civil marriages (in Toronto, Monday to Friday at 327-5826) by special appointment only, to be made in person and in advance.

There is at least one court office in each county, district or judicial district. The Ontario Court (Provincial Division) holds sittings on a regular basis at approximately 150 locations throughout the province. For a list of court addresses, see Ontario Courts, Ministry of Attorney General.

ONTARIO COURTS

ATT GEN 55

Ontario is divided into eight territorial divisions called regions for judicial purposes, each headed by a Regional Director and contain a number of administrative areas that parallel county, district or regional municipal boundaries.

A list of **court** offices contained in each region appears below. Court offices are also listed in the blue pages of all telephone directories.

Court names are in the process of being changed from: Supreme, District and Surrogate Courts to Ontario Court (General Division); Provincial Court (Criminal Division and Family Division) to Ontario Court (Provincial Division); Provincial Court (Civil Division) Small Claims Court to Ontario Courts (General Division) Small Claims Court.

NORTHEAST REGION

*Northeast Regional Office
Courts Administration*
144 Pine St., Ste. 601
Sudbury P3C 1X3
705-675-4169

*Clerk and Bailiff
Small Claims Court*
21 Young St.
P. O. Box 584
Chapleau P0M 1K0
705-864-0712
(Sudbury)

Court Offices

*Clerk and Bailiff
Small Claims Court*
Ontario St., Plaza 11, Hwy. 11
P. O. Box 119
Burks Falls P0A 1C0
705-382-2571
(Parry Sound)

*Sheriff
Ontario Court (General Division)*
149 Fourth Ave.
P. O. Box 628
Cochrane P0L 1C0
705-272-4256
(Cochrane)

Bailiff
Small Claims Court
149 Fourth Ave.
P. O. Box 638
Cochrane P0L 1C0
705-272-4256
(Cochrane)

Local Registrar
Ontario Court (General Division)
149 Fourth Ave.
P. O. Box 638
Cochrane P0L 1C0
705-272-4186
(Cochrane)

Clerk
Small Claims Court
149 Fourth Ave.
P. O. Box 638
Cochrane P0L 1C0
705-272-4186
(Cochrane)

Clerk and Bailiff
Small Claims Court
14 Oakland Blvd.
Elliott Lake P5A 2T1
705-848-2383
(Algoma)

Court Administrator
Ontario Court (Provincial Division)
14 Oakland Blvd.
Elliott Lake P5A 2T1
705-848-2500
(Algoma)

Clerk and Bailiff
Small Claims Court
16 Sixth Ave.
Box 147
Englehart P0J 1H0
705-544-2598
(Timiskaming)

Clerk and Bailiff
Small Claims Court
100 Tudhope St.
P. O. Box 126
Espanola P0P 1C0
705-869-1150
(Sudbury)

Court Administrator
Ontario Court (Provincial Division)
100 Tudhope St., 2nd Flr.
P. O. Box 1248
Espanola P0P 1C0
705-869-4334
(Sudbury)

Sheriff and Local Registrar
Ontario Court (General Division)
27 Phipps St.
P. O. Box 265
Gore Bay P0P 1H0
705-282-2461
(Manitoulin)

Clerk and Bailiff
Small Claims Court
27 Phipps St.
P. O. Box 265
Gore Bay P0P 1H0
705-282-2461
(Manitoulin)

Court Administrator
Ontario Court (Provincial Division)
27 Phipps St.
P. O. Box 314
Gore Bay P0P 1H0
705-282-2531
(Manitoulin)

Bailiff
Small Claims Court
Main St.
P. O. Box 609
Haileybury P0J 1K0
705-672-5296
(Timiskaming)

Sheriff and Local Registrar
Ontario Court (General Division)
393 Main St.
P. O. Box 609
Haileybury P0J 1K0
705-672-3321
(Timiskaming)

Clerk
Small Claims Court
Main St.
P. O. Box 609
Haileybury P0J 1K0
705-672-3606
(Timiskaming)

Court Administrator
Ontario Court (Provincial Division)
393 Main St.
P. O. Box 1208
Haileybury P0J 1K0
705-672-3395
(Timiskaming)

Clerk and Bailiff
Small Claims Court
885 Centennial St.
Box 874
Iroquois Falls P0K 1G0
705-232-4374
(Cochrane)

Clerk and Bailiff
Small Claims Court
The Model City Mall
25 Brunetville, Ste. 35
Kapuskasing P5N 2E9
705-337-1477
(Cochrane)

Court Administrator
Ontario Court (Provincial Division)
4 Kirkland St. W.
Kirkland Lake P2N 2G2
705-567-9381
(Timiskaming)

Clerk and Bailiff
Small Claims Court
4 Kirkland St. W.
Kirkland Lake P2N 2G2
705-567-7060
(Timiskaming)

Clerk
Small Claims Court
15 Robinson St.
P. O. Box 358
Little Current P0P 1K0
705-368-2277
(Manitoulin)

Clerk and Bailiff
Small Claims Court
360 Plouffe St.
North Bay P1B 9L5
705-495-8307
(Nipissing)

Sheriff and Local Registrar
Ontario Court (General Division)
360 Plouffe St.
North Bay P1B 9L5
705-495-8308/9
(Nipissing)

Bailiff
Small Claims Court
360 Plouffe St.
North Bay P1B 9L5
705-495-8307
(Nipissing)

Court Administrator
Ontario Court (Provincial Division)
89 James St., Main Flr.
P. O. Box 455
Parry Sound P2A 1T7
705-746-4237
(Parry Sound)

Sheriff and Local Registrar
Ontario Court (General Division)
89 James St.
Parry Sound P2A 1T7
705-746-4251
(Parry Sound)

Clerk and Bailiff
Small Claims Court
 89 James St.
Parry Sound P2A 1T7
 705-746-4251
 (Parry Sound)

Sheriff
Ontario Court (General Division)
 426 Queen St. E.
 P. O. Box 550
Sault Ste. Marie P6A 5M8
 705-759-9430
 (Algoma)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 426 Queen St. E.
 P. O. Box 550
Sault Ste. Marie P6A 1Z7
 705-253-5141
 (Algoma)

Court Administrator
Ontario Court (Provincial Division)
 473 Queen St. E., Ste. 100
Sault Ste. Marie P6A 1Z5
 705-253-3288
 (Algoma)

Local Registrar
Ontario Court (General Division)
 426 Queen St. E.
 P. O. Box 550
Sault Ste. Marie P6A 5M8
 705-759-9418
 (Algoma)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 229 Main St.
 P. O. Box 416
Sturgeon Falls P0H 2G0
 705-753-1090
 (Nipissing)

Sheriff
Ontario Court (General Division)
 155 Elm St. W.
Sudbury P3C 1T9
 705-671-5923
 (Sudbury)

Court Administrator
Ontario Court (Provincial Division)
 155 Elm St. W.
Sudbury P3C 1V1
 705-671-5929
 (Sudbury)

Court Administrator
Ontario Court (Provincial Division)
 40 Larch St., 2nd Flr.
Sudbury P3C 5M7
 705-675-4231
 (Sudbury)

Local Registrar
Ontario Court (General Division)
 155 Elm St. W.
Sudbury P3C 1T9
 705-671-5958
 (Sudbury)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 38 Larch St.
Sudbury P3C 5M7
 705-675-4164
 (Sudbury)

Bailiff
Ontario Court (General Division)
Small Claims Court
 48 Spruce St. N.
Timmins P4N 6M7
 705-264-3808
 (Cochrane)

Court Services Manager
Ontario Court of Justice
 The 101 Mall
 38 Pine St. N., Ste. 127
Timmins P4N 6K6
 705-267-7799
 (Cochrane)

Clerk
Ontario Court (General Division)
Small Claims Court
48 Spruce St. N.
Timmins P4N 6M7
705-264-3808
(Cochrane)

EAST REGION

East Regional Office
Courts Administration
161 Elgin St., 5th Flr.
Ottawa K2P 2K1
613-239-1272

Court Offices

Clerk and Bailiff
Small Claims Court
110 Main St. N.
P. O. Box 699
Alexandria K0C 1A0
613-525-4330
(Stormont/Dundas/Glengarry)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
90 Bridge St. E.
Box 36
Bancroft K0L 1C0
613-332-4613
(Hastings)

Court Services Manager
235 Pinnacle St.
Belleville K8N 3A9
613-962-9106
(Hastings)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
235 Pinnacle St.
Belleville K8N 3A9
613-962-2300
(Hastings)

Court Services Manager
P. O. Box 8
Brockville K6V 5T7
613-345-3458
(Leeds/Grenville)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
County Courthouse Bldg.
Box 1501
Brockville K6V 5Y6
613-342-2833
(Leeds/Grenville)

Court Services Manager
340 Pitt St.
P. O. Box 56
Cornwall K6H 5R9
613-933-7500
(Stormont/Dundas/Glengarry)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
340 Pitt St., 4th Flr.
P. O. Box 1294
Cornwall K6H 5V4
613-932-1224
(Stormont/Dundas/Glengarry)

Clerk
Ontario Court (General Division)
Small Claims Court
464 Laurier St.
Hawkesbury K6A 2A6
613-632-4282
(Prescott/Russell)

Bailiff
Ontario Court (General Division)
Small Claims Court
464 Laurier St.
Hawkesbury K6A 2A6
613-632-3280
(Prescott/Russell)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 320 Church St.
 P. O. Box 70
Iroquois K0E 1K0
 613-652-2173
 (Stormont/Dundas/Glengarry)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 Hwy. 41
 P. O. Box 51
Kaladar K0H 1Z0
 613-336-8952
 (Lennox/Addington)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 5 Court St.
Kingston K7L 2N4
 613-545-1319
 (Frontenac)

Court Services Manager
 279 Wellington St.
 P. O. Box 400
Kingston K7L 4W2
 613-548-6202
 (Frontenac)

Court Services Manager
 P. O. Box 272
L'Orignal K0B 1K0
 613-675-4567
 (Prescott/Russell)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 108 Forsyth St.
 P. O. Box 158
Marmora K0K 2M0
 613-472-2501
 (Hastings)

Court Services Manager
 97 Thomas St. E.
Napanee K7R 1L1
 613-354-3845
 (Lennox/Addington)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 161 Elgin St.
Ottawa K2P 2K1
 613-239-1146
 (Ottawa/Carleton)

Court Services Manager
 161 Elgin St., Rm. 2076
Ottawa K2P 2K1
 613-239-1146
 (Ottawa/Carleton)

Court Services Manager
 297 Pembroke St. E.
Pembroke K8A 3K2
 613-732-8581
 (Renfrew)

Court Services Manager
 43 Drummond St. E.
Perth K7H 1G1
 613-267-2021
 (Lanark)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 9 Queen St.
 P. O. Box 155
Picton K0K 2T0
 613-476-2390
 (Prince Edward)

Court Services Manager
 44 Union St.
 P. O. Drawer 680
Picton K0K 2T0
 613-476-6236
 (Prince Edward)

Clerk
Ontario Court (General Division)
Small Claims Court
 146 King St. W.
 P. O. Box 1270
Prescott K0E 1T0
 613-925-4633
 (Leeds/Grenville)

Bailiff
Ontario Court (General Division)
Small Claims Court
 142 King St. W.
 P. O. Box 2559
Prescott K0E 1T0
 613-925-2496
 (Leeds/Grenville)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 898 Raglan St. S.
 P. O. Box 386
Renfrew K7V 4A6
 613-432-3193
 (Renfrew)

Bailiff
Ontario Court (General Division)
Small Claims Court
 1783 St. Laurent Blvd.
 P. O. Box 55
Rockland K0A 3A0
 613-446-5698
 (Prescott/Russell)

Clerk
Ontario Court (General Division)
Small Claims Court
 2560 St. Laurent Blvd.
 P. O. Box 250
Rockland K0A 3A0
 613-446-4781
 (Prescott/Russell)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 General Delivery
Sharbot Lake K0H 2P0
 613-279-2537
 (Frontenac)

Court Services Manager
 P. O. Box 31
Smith Falls K7A 4S9
 613-283-1906
 (Lanark)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 R. R. 5
Smith Falls K7A 4S6
 613-283-4193
 (Lanark)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 80 Division St.
Trenton K8V 5S5
 613-392-1655
 (Hastings)

CENTRAL EAST REGION

Central East Regional Office
Court Administration
 1091 Gorham St., 2nd Flr.
Newmarket L3Y 7V1
 416-836-5621

Court Offices

Court Administrator
Ontario Court (Provincial Division)
 30 Poyntz St.
 P. O. Box 284
Barrie L4M 5L4
 705-739-6500
 (Simcoe)

Sheriff and Local Registrar
Ontario Court (General Division)
 114 Worsley St.
Barrie L4M 1M1
 705-739-6144
 (Simcoe)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 114 Worsley St.
Barrie L4M 3P2
 705-739-6136
 (Simcoe)

Court Administrator
Ontario Court (Provincial Division)
 3 Dominion St. N.
 P. O. Box 1110
Bracebridge P1L 1R6
 705-645-2269
 (Muskoka)

Court Administrator
Ontario Court (Provincial Division)
 3 Dominion St. N.
 P. O. Box 159
Bracebridge P1L 1R6
 705-645-2831
 (Muskoka)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 3 Dominion St. N.
 P. O. Box 1821
Bracebridge P1L 1R6
 705-645-2682
 (Muskoka)

Sheriff and Local Registrar
Ontario Court (General Division)
 3 Dominion St., N.
 P. O. Box 1080
Bracebridge P1L 1R6
 705-645-8793
 Fax 705-645-7901
 (Muskoka)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 860 Williams St.
 Box 546
Cobourg K9A 4L3
 416-372-7153
 (Northumberland)

Court Administrator
Ontario Court (Provincial Division)
 1005 Williams St.
 P. O. Box 910
Cobourg K9A 4W4
 416-372-0193
 Fax 416-372-1439
 (Northumberland)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 649 Hurontario St.
Collingwood L9Y 2N6
 705-445-4240
 (Simcoe)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 Highland St.
 P. O. Box 209
Haliburton K0M 1S0
 705-457-1732
 (Victoria/Haliburton)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 P. O. Box 2592
 36 Chaffey St.
Huntsville P0A 1K0
 705-789-5630
 (Muskoka)

Sheriff and Local Registrar
Ontario Court (General Division)
 440 Kent St. W.
 P. O. Box 4000
Lindsay K9V 5P2
 705-324-2542
 (Victoria/Haliburton)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 440 Kent St. W.
 Box 82
Lindsay K9V 4R8
 705-324-4251
 (Victoria/Haliburton)

Clerk and Bailiff

Ontario Court (General Division)

Small Claims Court

50 Eagle St. W., 4th Flr.

Newmarket L3Y 6B1

416-895-4291

(York)

Court Administrator

Ontario Court (Provincial Division)

50 Eagle St. W., 2nd Flr.

Newmarket L3Y 6B1

416-853-4801

(York)

Court Administrator

Ontario Court (Provincial Division)

50 Eagle St. W., 3rd Flr.

Newmarket L3Y 6B1

416-853-4811

(York)

Sheriff

Ontario Court (General Division)

50 Eagle St. W.

Newmarket L3Y 6B1

416-853-4803

(York)

Local Registrar

Ontario Court (General Division)

50 Eagle St. W.

Newmarket L3Y 6B1

416-853-4809

(York)

Clerk and Bailiff

Ontario Court (General Division)

Small Claims Court

19 Front St. N.

P. O. Box 293

Orillia L3V 6J3

705-326-4251

(Simcoe)

Court Administrator

Ontario Court (Provincial Division)

19 Front St. N.

P. O. Box 218

Orillia L3V 4R6

705-326-2671

(Simcoe)

Court Administrator

Ontario Court (Provincial Division)

242 King St. E.

Oshawa L1H 3Z8

416-723-5251

(Durham)

Clerk

Ontario Court (General Division)

Small Claims Court

14 1/2 King St. E.

P. O. Box 474

Oshawa L1H 7L5

416-723-9332

(Durham)

Court Administrator

Ontario Court (Provincial Division)

44 Bond St. W.

P. O. Box 2216

Oshawa L1H 7V5

416-728-1623

(Durham)

Bailiff

Ontario Court (General Division)

Small Claims Court

29 1/2 Simcoe St. S.

P. O. Box 874

Oshawa L1H 7N1

416-436-7376

(Durham)

Sheriff and Local Registrar

Ontario Court (General Division)

470 Water St.

Peterborough K9H 3M3

705-745-0587

Fax 705-745-9005

(Peterborough)

Court Administrator

Ontario Court (Provincial Division)

70 Simcoe St.

Peterborough K9H 7G9

705-876-3846

Fax 705-876-1952

(Peterborough)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 470 Water St.
Peterborough K9H 3M3
 705-749-1576
 Fax 705-745-9005
 (Peterborough)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 3 Jane St.
Port Hope L1A 2E4
 416-885-8695
 (Northumberland)

Clerk
Ontario Court (General Division)
Small Claims Court
 550 Major MacKenzie Dr.
Richmond Hill L4C 4X7
 416-884-3833
 (York)

Bailiff
Ontario Court (General Division)
Small Claims Court
 550 Major MacKenzie Dr.
Richmond Hill L4C 4X7
 416-884-0566
 (York)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 58A Brock St. W., Ste. 6
 P. O. Box 340
Uxbridge L0C 1K0
 416-852-7113
 (Durham)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 400 Centre St. S.
 Box 386
Whitby L1N 5S4
 416-668-3624
 (Durham)

Sheriff
Ontario Court (General Division)
 605 Rossland Rd. E.
 P. O. Box 640
Whitby L1N 9G7
 416-668-6808
 (Durham)

Local Registrar
Ontario Court (General Division)
 605 Rossland Rd. E.
 P. O. Box 640
Whitby L1N 9G7
 416-668-8845
 (Durham)

METROPOLITAN TORONTO REGION

Metropolitan Toronto Regional Office
Courts Administration
 720 Bay St., 2nd Flr.
Toronto M5G 2K1
 416-326-4249

Court Offices General Division (Metro Central)

Registrar (General Office)
Ontario Court (General Division)
 361 University Ave., Rm. 110
Toronto M5G 1T3
 416-327-5440

Deputy Registrar, Estates Administration
Ontario Court (General Division)
 439 University Ave., 3rd Flr.
Toronto M5G 1Y8
 416-965-7314

Sheriff
Ontario Court (General Division)
 361 University Ave., Rm. 109
Toronto M5G 1T3
 416-327-5600

Registrar (Central Office)
Ontario Court (General Division)
 145 Queen St. W., Rm. 104
Toronto M5H 2N9
 416-327-5505

Deputy Local Registrar (Family Law)
Ontario Court (General Division)
145 Queen St. W., Rm. 311
Toronto M5H 2N9
416-327-5539

Clerk (Bankruptcy)
Ontario Court (General Division)
145 Queen St. W., Rm. 118
Toronto M5H 2N9
416-327-5044

Sr. Deputy Local Registrar
(Motions)
Ontario Court (General Division)
145 Queen St. W., Rm. 123
Toronto M5H 2N9
416-327-5462

Divisional Court
Ontario Court (General Division)
130 Queen St. W.
Toronto M5H 2N5
416-327-5100

Court Offices
Provincial Division (Metro Central)

Clerk
Small Claims Court
444 Yonge St., 2nd Flr.
Toronto M5B 2H4
416-324-7367

Bailiff
Small Claims Court
600 Bay St., Rm. 403
Toronto M5G 1M6
416-977-3805

Manager (Criminal/POA)
Ontario Court (Provincial Division)
60 Queen St. W.
Toronto M5H 2M4
416-327-5675

Manager (Criminal)
Ontario Court (Provincial Division)
444 Yonge St., 2nd Flr.
Toronto M5B 2H4
416-965-7504

Manager (Family)
Ontario Court (Provincial Division)
311 Jarvis St.
Toronto M5B 2C4
416-963-0677

Court Offices
Provincial Division (Metro East)

Clerk
Small Claims Court
2130 Lawrence Ave. E., Ste. 300
Scarborough M1R 5B9
416-755-5228

Bailiff
Small Claims Court
2130 Lawrence Ave. E., Ste. 300
Scarborough M1R 5B9
416-755-5274

Administrator (Criminal & POA)
Ontario Court (Provincial Division)
1911 Eglinton Ave. E.
Scarborough M1L 4P4
416-757-3686

Administrator (Family)
Ontario Court (Provincial Division)
1911 Eglinton Ave. E.
Scarborough M1L 4P4
416-755-9200

Court Offices
Provincial Division (Metro North)

Clerk
Small Claims Court
47 Sheppard Ave. E., 2nd Flr.
Willowdale M2N 5X5
416-225-4846

Bailiff
Small Claims Court
47 Sheppard Ave. E., 2nd Flr.
Willowdale M2N 5X5
416-225-3188

Administrator (Family)
Ontario Court (Provincial Division)
 47 Sheppard Ave. E., 3rd Flr.
Willowdale M2N 5N1
 416-730-0422

Administrator (Criminal)
Ontario Court (Provincial Division)
 1000 Finch Ave. W.
Downsview M3J 2V5
 416-663-5440

Supervisor (Provincial Offences)
Ontario Court (Provincial Division)
 47 Sheppard Ave. E., 1st Flr.
Willowdale M2N 5X6
 416-226-5440

Court Offices
Provincial Division (Metro West)

Clerk
Small Claims Court
 2265 Keele St., Ste. 209
Toronto M5M 5B8
 416-249-8251

Bailiff
Small Claims Court
 2265 Keele St., Main Flr.
Toronto M6M 5B8
 416-235-4632

Administrator (Criminal)
Ontario Court (Provincial Division)
 80 The East Mall
Etobicoke M8Z 5X6
 416-252-7891

Administrator (Family)
Ontario Court (Provincial Division)
 160 Silverhill Dr.
Etobicoke M9B 3W7
 416-236-2553

Administrator (Provincial Offences)
Ontario Court (Provincial Division)
 2265 Keele St.
Toronto M6M 3Z7
 416-235-4961

CENTRAL WEST REGION

Central West Regional Office
Courts Administration
 201 County Courts Blvd., Ste. 302
Brampton L6W 4L2
 416-452-7494

Court Offices

Clerk
Ontario Court (General Division)
Small Claims Court
 7765 Hurontario St., 2nd Flr.
Brampton L6V 2M7
 416-451-0121
 (Peel)

Court Services Manager
Land Registry Bldg.
 7765 Hurontario St., 2nd Flr.
 Box 548
Brampton L6V 2M7
 416-452-6601
 (Peel)

Deputy Sheriff
 7765 Hurontario St.
 Box 548
Brampton L6V 2M7
 416-452-6600
 (Peel)

Court Services Manager
Ontario Court (Provincial Division), Criminal
 141 Clarence St.
Brampton L6V 3E6
 416-450-4730
 (Peel)

Local Registrar
Ontario Court (General Division)
 7755 Hurontario St.
 P. O. Box 8000
Brampton L6V 2M7
 416-452-6617
 (Peel)

Court Administrator
Ontario Court (Provincial Division)
 7765 Hurontario St., 2nd Flr.
 P. O. Box 220
Brampton L6V 2L1
 416-452-6608
 (Peel)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 548 Locust St.
 P. O. Box 384
Burlington L7R 3Y3
 416-632-0680
 (Halton)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 R. R. 3
 Box 103
Durham N0G 1R0
 519-369-3505
 (Grey)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 706 Richardson Court
Fergus N1M 3M2
 519-843-1644
 (Wellington)

Court Administrator
Ontario Court (Provincial Division)
 36 Wyndham St. S.
 P. O. Box 244
Guelph N1H 7J5
 519-822-7961
 (Wellington)

Court Services Manager
 74 Woolwich St.
 Box 247
Guelph N1H 6J9
 519-824-4100
 (Wellington)

Deputy Sheriff
Ontario Court (General Division)
 74 Woolwich St.
Guelph N1H 6J9
 519-824-4430
 (Wellington)

Deputy Local Registrar
Ontario Court (General Division)
 74 Woolwich St.
Guelph N1H 6J9
 519-824-4100
 (Wellington)

Bailiff
Ontario Court (General Division)
Small Claims Court
 4 Champlain Place
Guelph N1G 3C2
 519-824-9896
 (Wellington)

Clerk
Ontario Court (General Division)
Small Claims Court
 74 Woolwich St.
Guelph N1H 6J9
 519-822-0131
 (Wellington)

Court Administrator
Ontario Court (Provincial Division)
 491 Steeles Ave. E.
Milton L9T 1Y7
 416-878-7268
 (Halton)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 491 Steeles Ave. E.
Milton L9T 1Y7
 416-878-6771
 (Halton)

Deputy Local Registrar
Ontario Court (General Division)
 491 Steeles Ave. E.
Milton L9T 1Y7
 416-878-7281
 (Halton)

Court Administrator
Ontario Court (Provincial Division)
 491 Steeles Ave. E.
Milton L9T 1Y7
 416-878-4165
 (Halton)

Sheriff
Ontario Court (General Division)
 491 Steeles Ave. E.
Milton L9T 1Y7
 416-878-7285
 (Halton)

Court Services Manager
 491 Steeles Ave. E.
Milton L9T 1Y7
 416-878-2672
 (Halton)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 470 Hensall Circle
Mississauga L5A 3V5
 416-277-1583
 (Halton)

Clerk
Ontario Court (General Division)
Small Claims Court
 Oakville Municipal Bldg.
 1225 Trafalgar Rd.
 P. O. Box 52039
Oakville L6J 7N5
 416-845-7941
 (Halton)

Bailiff
Ontario Court (General Division)
Small Claims Court
 233 Sabel St.
Oakville L6L 3V8
 416-827-2138
 (Halton)

Sheriff and Local Registrar
Ontario Court (General Division)
 10 Louisa St., 1st Flr.
Orangeville L9W 3P9
 519-941-4744
 (Dufferin)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 10 Louisa St., Rm. 203
Orangeville L9W 3P9
 519-941-9701
 (Dufferin)

Court Administrator
Ontario Court (Provincial Division)
 10 Louisa St., 2nd Flr.
Orangeville L9W 3P9
 519-941-5802
 (Dufferin)

Court Administrator
Ontario Court (Provincial Division)
 347 8th St. E.
 P. O. Box 206
Owen Sound N4K 5P3
 519-371-1313
 (Grey)

Court Services Manager
 595 Ninth Ave. E.
Owen Sound N4K 3E3
 519-376-3812
 (Grey)

Sheriff
Ontario Court (General Division)
 595 Ninth Ave. E.
Owen Sound N4K 3E3
 519-376-7535
 (Grey)

Deputy Local Registrar
Ontario Court (General Division)
 595 Ninth Ave. E.
Owen Sound N4K 3E3
 519-376-1461
 (Grey)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 1133 Second Ave. E.
 Box 233
Owen Sound N4K 2J1
 519-376-6659
 (Grey)

Court Administrator
Ontario Court (Provincial Division)
1133 Second Ave. E.
P. O. Box 233
Owen Sound N4K 5P3
519-376-0185
(Grey)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
607 Mill St.
P. O. Box 1621
Port Elgin N0H 2C0
519-832-2253
(Bruce)

Local Registrar
Ontario Court (General Division)
215 Cayley St.
Walkerton N0G 2V0
519-881-0211
(Bruce)

Clerk
Ontario Court (General Division)
Small Claims Court
215 Cayley St.
Box 430
Walkerton N0G 2V0
519-881-0211
(Bruce)

Court Administrator
Ontario Court (Provincial Division)
215 Cayley St.
P. O. Box 39
Walkerton N0G 2V0
519-881-2333
(Bruce)

Bailiff
Ontario Court (General Division)
Small Claims Court
215 Cayley St.
Box 430
Walkerton N0G 2V0
519-881-1772
(Bruce)

Sheriff
Ontario Court (General Division)
215 Cayley St.
Box 430
Walkerton N0G 2V0
519-881-1772
(Bruce)

CENTRAL SOUTH REGION

Central South Regional Office
Courts Administration
50 Main St. E., 1st Flr.
Hamilton L8N 1E9
416-577-6866

Court Offices

Sheriff and Local Registrar
Ontario Court (General Division)
70 Wellington St.
Brantford N3T 2L9
519-752-5941
(Brant)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
38 Darling St., Ste. 203
Brantford N3T 6A8
519-753-0451
(Brant)

Court Administrator
Ontario Court (Provincial Division)
38 Darling St.
Brantford N3T 6A8
519-752-6559
(Brant)

Court Administrator
Ontario Court (Provincial Division)
38 Darling St.
Brantford N3T 6A8
519-752-6559
(Brant)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 120 Main St., Rm. 9
Cambridge N1R 1V7
 519-623-0170
 (Waterloo)

Clerk
Ontario Court (General Division)
Small Claims Court
 County Court House
 55 Munsee St.
 Box 584
Cayuga N0A 1E0
 416-772-5942
 (Haldimand)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 31 Baker Rd. N.
 P. O. Box 293
Grimsby L3M 4G5
 416-945-2756
 (Niagara North)

Bailiff
Ontario Court (General Division)
Small Claims Court
 140 Hunter St. E.
Hamilton L8N 3M6
 416-522-2919
 (Hamilton/Wentworth)

Court Administrator
Ontario Court (Provincial Division)
 125 Main St. E.
 Box 2014
Hamilton L8N 1G4
 416-525-1840
 (Hamilton/Wentworth)

Court Administrator
Ontario Court (Provincial Division)
 55 Main St. W.
Hamilton L8N 1H4
 416-525-1550
 (Hamilton/Wentworth)

Clerk
Ontario Court (General Division)
Small Claims Court
 140 Hunter St. E.
Hamilton L8N 3M6
 416-522-9063
 (Hamilton/Wentworth)

Sheriff
Ontario Court (General Division)
 50 Main St. E.
Hamilton L8N 1E9
 416-522-1318
 (Hamilton/Wentworth)

Local Registrar
Ontario Court (General Division)
 50 Main St. E.
Hamilton L8N 1E9
 416-528-6708
 (Hamilton/Wentworth)

Bailiff
Ontario Court (General Division)
Small Claims Court
 Commerce House
 520-50 Queen St. N., 5th Flr.
Kitchener N2H 6P4
 519-745-8063
 (Waterloo)

Clerk
Ontario Court (General Division)
Small Claims Court
 520-50 Queen St. N., 5th Flr.
Kitchener N2H 6P4
 519-745-8063
 (Waterloo)

Court Administrator
Ontario Court (Provincial Division)
 200 Frederick St., Ste. 1000
Kitchener N2H 6P1
 519-741-3322
 (Waterloo)

Litigation, Enforcement & Estates
Ontario Court (General Division)
 20 Weber St. E.
Kitchener N2H 1C3
 519-741-3266
 (Waterloo)

Court Administrator
Ontario Court (Provincial Division)
200 Frederick St., 2nd Flr.
Kitchener N2H 6N9
519-741-3377
(Waterloo)

Local Registrar
Ontario Court (General Division)
20 Weber St. E.
Kitchener N2H 1C3
519-741-3200
(Waterloo)

Court Administrator
Ontario Court (Provincial Division)
4300 Queen St.
P. O. Box 627
Niagara Falls L2E 6J5
416-354-2789
(Niagara South)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
4578 Queen St.
Niagara Falls L2E 2R6
416-356-3404
(Niagara South)

Bailiff
Ontario Court (General Division)
Small Claims Court
Hwy. 3 W.
Box 605
Simcoe N3Y 4N4
519-426-3447
(Norfolk)

Court Administrator
Ontario Court (Provincial Division)
Justice Bldg., Level 4
Hwy. 3 W.
P. O. Box 605
Simcoe N3Y 4N4
519-426-8330
(Norfolk)

Clerk
Ontario Court (General Division)
Small Claims Court
Hwy. 3 W.
Box 605
Simcoe N3Y 4N4
519-426-6550
(Norfolk)

Court Administrator
Ontario Court (Provincial Division)
59 Church St.
St. Catharines L2R 7N8
416-988-6200
(Niagara North)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
59 Church St., 2nd Flr.
P. O. Box 574
St. Catharines L2R 6W8
416-988-6200
(Niagara North)

Court Administrator, Family
Ontario Court (Provincial Division)
59 Church St., 4th Flr.
St. Catharines L2R 7N8
416-988-6200
(Niagara North)

Court Administrator
Ontario Court (Provincial Division)
40 Division St.
Welland L3B 3Z6
416-732-2493
(Niagara South)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
102 East Main St.
P. O. Box 612
Welland L3B 5R4
416-734-7417
(Niagara South)

Sheriff
Ontario Court (General Division)
 102 East Main St.
Welland L3B 3W6
 416-734-6284
 (Niagara South)

Court Administrator
Ontario Court (Provincial Division)
 3 Cross St.
 P. O. Box 383
Welland L3B 5P7
 416-734-7451
 (Niagara South)

Local Registrar
Ontario Court (General Division)
 102 Main St. E.
Welland L3B 3W6
 416-735-0010
 (Niagara South)

SOUTHWEST REGION

Southwest Regional Office
Courts Administration
 150 Dufferin Ave., 2nd Flr.
London N6A 5N6
 519-661-2880

Court Offices

Court Administrator
Ontario Court (Provincial Division)
 21 Seventh St.
Chatham N7M 4K1
 519-352-9070
 (Kent)

Court Administrator
Ontario Court (Provincial Division)
 465 St. Clair St.
 Box 38
Chatham N7M 5K1
 519-354-3400
 (Kent)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 21 Seventh St.
 P. O. Box 205
Chatham N7M 5K3
 519-354-0210
 (Kent)

Local Registrar
Ontario Court (General Division)
 21 Seventh St., 3rd Flr.
Chatham N7M 4K1
 519-354-4450
 (Kent)

Sheriff
Ontario Court (General Division)
 21 Seventh St., 3rd Flr.
Chatham N7M 4K1
 519-352-7740
 (Kent)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 61 Hamilton St.
 P. O. Box 512
Goderich N7A 4C7
 519-524-7112
 (Huron)

Sheriff and Local Registrar
Ontario Court (General Division)
 1 Court House Sq.
Goderich N7A 1M2
 519-524-7322
 (Huron)

Court Administrator
Ontario Court (Provincial Division)
 1 Court House Sq.
Goderich N7A 1M2
 519-524-9342
 (Huron)

Clerk and Bailiff

Ontario Court (General Division)

Small Claims Court

17 Division St. S.

P. O. Box 40

Kingsville N9Y 2E8

519-733-2633

(Essex)

Court Administrator

Ontario Court (Provincial Division)

80 Dundas St. E.

P. O. Box 5600, Terminal "A"

London N6A 2P3

519-679-7090

(Middlesex)

Clerk

Ontario Court (General Division)

Small Claims Court

80 Dundas St. E.

P. O. Box 5600, Terminal "A"

London N6A 2P3

519-660-3000

(Middlesex)

Bailiff

Ontario Court (General Division)

Small Claims Court

80 Dundas St. E.

P. O. Box 5600, Terminal "A"

London N6A 2P3

519-433-4684

(Middlesex)

Sheriff

Ontario Court (General Division)

80 Dundas St. E.

P. O. Box 5600, Terminal "A"

London N6A 2P3

519-679-7140

(Middlesex)

Court Administrator

Ontario Court (Provincial Division)

80 Dundas St. E.

P. O. Box 5600, Terminal "A"

London N6A 2P3

519-660-3013

(Middlesex)

Local Registrar

Ontario Court (General Division)

80 Dundas St. E.

P. O. Box 5600, Terminal "A"

London N6A 2P3

519-660-3026

(Middlesex)

Clerk and Bailiff

Ontario Court (General Division)

Small Claims Court

700 North Christina St.

Sarnia N7V 3C2

519-337-5314

(Lambton)

Sheriff

Ontario Court (General Division)

700 North Christina St.

Sarnia N7V 3C2

519-337-5314

(Lambton)

Court Administrator

Ontario Court (Provincial Division)

700 North Christina St.

Sarnia N7V 3C2

519-337-5314

(Lambton)

Local Registrar

Ontario Court (General Division)

700 North Christina St.

Sarnia N7V 3C2

519-337-5314

(Lambton)

Sheriff

Ontario Court (General Division)

4-8 Wellington St.

P. O. Box 310

St. Thomas N5P 3T9

519-631-3530

(Elgin)

*Bailiff**Ontario Court (General Division)**Small Claims Court*

4-8 Wellington St.

P. O. Box 310

St. Thomas N5P 3T9

519-631-1241

(Elgin)

*Court Administrator**Ontario Court (Provincial Division)*

Justice Bldg.

17 George St. W.

Stratford N5A 1A6

519-271-9252

(Perth)

*Sheriff and Local Registrar**Ontario Court (General Division)*

1 Huron St.

P. O. Box 726

Stratford N5A 6V6

519-271-2572

(Perth)

*Clerk and Bailiff**Ontario Court (General Division)**Small Claims Court*

1 Huron St.

Stratford N5A 5S4

519-271-4940

(Perth)

*Clerk and Bailiff**Ontario Court (General Division)**Small Claims Court*

52 Frank St.

Strathroy N7G 2R4

519-245-1477

(Middlesex)

*Court Administrator**Ontario Court (Provincial Division)*

City Hall Sq.

P. O. Box 607

Windsor N9A 6N4

519-254-2591

(Essex)

*Court Administrator**Ontario Court (Provincial Division)*

250 Windsor Ave., 4th Flr.

P. O. Box 1508

Windsor N9A 6R5

519-254-2871

(Essex)

*Sheriff**Ontario Court (General Division)*

County Court House

245 Windsor Ave.

Windsor N9A 1J2

519-973-6600

(Essex)

*Clerk**Ontario Court (General Division)**Small Claims Court*

West Court Plaza

251 Goyeau St., 3rd Flr.

Windsor N9A 6V2

519-258-8751

(Essex)

*Bailiff**Ontario Court (General Division)**Small Claims Court*

West Court Plaza

251 Goyeau St., 3rd Flr.

Windsor N9A 6V2

519-258-8978

(Essex)

*Local Registrar**Ontario Court (General Division)*

County Court House

245 Windsor Ave.

Windsor N9A 1J2

519-973-6625

(Essex)

*Clerk and Bailiff**Ontario Court (General Division)**Small Claims Court*

415 Hunter St.

P. O. Box 70

Woodstock N4S 7W5

519-539-6187

(Oxford)

Sheriff and Local Registrar
Ontario Court (General Division)
415 Hunter St.
P. O. Box 70
Woodstock N4S 7W5
519-539-6187
(Oxford)

Court Administrator
Ontario Court (Provincial Division)
415 Hunter St.
P. O. Box 910
Woodstock N4S 8A3
519-537-2369
(Oxford)

NORTHWEST REGION

Northwest Regional Office
Courts Administration
233 South Court St., 2nd Flr.
Thunder Bay P7B 2X9
807-345-2888

Court Offices

Court Administrator
Ontario Court (Provincial Division)
479 Government St.
P. O. Box 3000
Dryden P8N 3B3
807-223-2348
(Kenora)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
479 Government St., Rm. 127
P. O. Box 636
Dryden P8N 2Z3
807-223-2613
(Kenora)

Sheriff and Local Registrar
Ontario Court (General Division)
333 Church St.
P. O. Box 8
Fort Frances P9A 3M5
807-274-5961
(Rainy River)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
333 Church St.
P. O. Box 8
Fort Frances P9A 3M5
807-274-9832
(Rainy River)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
624 Main St.
P. O. Box 39
Geraldton P0T 1M0
807-854-1488
(Thunder Bay)

Bailiff
Ontario Court (General Division)
Small Claims Court
216 Water St.
Kenora P9N 1S4
807-468-2842
(Kenora)

Court Administrator
Ontario Court (Provincial Division)
216 Water St.
Kenora P9N 1S4
807-468-2884
(Kenora)

Sheriff and Deputy Local Registrar
Ontario Court (General Division)
216 Water St., Rm. 211
Kenora P9N 1S4
807-468-2842
(Kenora)

Clerk
Ontario Court (General Division)
Small Claims Court
216 Water St.
Kenora P9N 1S4
807-468-2842
(Kenora)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 4 Front St.
 P. O. Box 309
Nipigon P0T 2J0
 807-887-3829
 (Thunder Bay)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 Government Bldg.
 Howey St.
 P. O. Box 226
Red Lake P0V 2M0
 807-727-3310
 (Kenora)

Clerk
Ontario Court (General Division)
Small Claims Court
 105 Ontario St.
 P. O. Box 234
Schreiber P0T 2S0
 807-824-2495
 (Thunder Bay)

Bailiff
Ontario Court (General Division)
Small Claims Court
 Walkers Lake
 P. O. Box 248
Schreiber P0T 2S0
 807-824-2543
 (Thunder Bay)

Sheriff
Ontario Court (General Division)
 277 Camelot St.
Thunder Bay P7A 4B3
 807-343-2700
 (Thunder Bay)

Court Administrator, Criminal
Ontario Court (Provincial Division)
 1805 Arthur St. E., 2nd Flr.
Thunder Bay P7E 5N7
 807-625-1610
 (Thunder Bay)

Court Administrator, Family
Ontario Court (Provincial Division)
 1805 Arthur St. E., 1st Flr.
Thunder Bay P7E 5N7
 807-625-1600
 (Thunder Bay)

Clerk and Bailiff
Ontario Court (General Division)
Small Claims Court
 277 Camelot St., Rm. 4
Thunder Bay P7A 4B3
 807-343-2728
 (Thunder Bay)

Local Registrar
Ontario Court (General Division)
 277 Camelot St.
Thunder Bay P7A 4B3
 807-343-2725
 (Thunder Bay)

Bailiff
Ontario Court (General Division)
Small Claims Court
 277 Camelot St., Rm. 4
Thunder Bay P7A 4B3
 807-343-2728
 (Thunder Bay)

AGENCIES

For background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others. Some agencies of the Ministry of the Attorney General are listed below. Contact the information or communications branch for unlisted agencies.

ONTARIO LEGAL AID PLAN

ATT GEN 56

Provincial Director's Office
481 University Ave., Ste. 200
Toronto M5G 2G1
416-979-1446
416-979-1321 Research Facility

The Ontario Legal Aid Plan (OLAP) is operated by the **Law Society of Upper Canada** for the Attorney General. The purpose of the Ontario **Legal Aid Act** is to ensure that no one is denied the services of a **lawyer** in serious legal matters, for lack of money. Every Ontario resident and, in certain cases, non-residents may apply for **legal aid**. Qualification is based on financial need and the type of case. The applicant might pay nothing, a portion, or all costs of the legal aid. The legal aid certificate entitles a person to retain a lawyer, who will be reimbursed by OLAP. The issuance of the certificate depends on the applicant's financial situation. A separate committee, the Clinic Funding Committee, administers **grants** to clinics providing legal services to the community. Student legal aid societies in six Ontario law schools are also funded by the Plan. General information on OLAP is available from the main office listed above. To apply for legal aid, contact the local OLAP office listed under Legal Aid in the white pages of telephone directories.

FAMILY LAW ACT

ATT GEN 57

The Family Law Act recognizes marriage as an equal partnership, with each partner being entitled to equitable division of family property and having equal responsibility for the support of family dependents. The Act also extends the rights and obligations of spousal **support** and child custody to certain couples who have cohabited in common law unions. Persons who wish to make their own arrangements and opt out of the Act's proposed scheme may enter into **domestic contracts**.

CHILDREN'S LAW REFORM ACT

ATT GEN 58

The Children's Law Reform Act, expanded by a major amendment in 1982, abolishes the legal concept of illegitimacy from the law of Ontario. Interested persons are permitted to seek declaratory judgements of parentage. The Act also contains general evidentiary rules for the establishment of paternity. The 1982 amendment deals with the guardianship of children's estates, custody of and access to **children**, and international enforcement of custody orders.

ROYAL COMMISSIONS, SPECIAL PURPOSE BODIES AND OTHERS**ROYAL COMMISSIONS, SPECIAL PURPOSE
BODIES AND OTHERS**

ATT GEN 59

180 Dundas St. W., 22nd Flr.
Toronto, M5G 1Z8
416-598-0411
Fax 416-325-8739

There are several categories of Ontario Government agencies, boards and commissions.

Royal Commissions are investigatory bodies appointed by Order-in-Council under the **Public Inquiries Act** to inquire into a specific public concern. The Act, administered by the Ministry of the Attorney General, governs the methods and procedures used by a commission, e.g. subpoena powers, hearings. Royal Commissions report to the Cabinet. Over 30 different commissions have been appointed since 1973 to investigate sudden or catastrophic events (e.g. Royal Commission on the Grand River Flood), examine the conduct

of public service employees (e.g. Royal Commission Concerning Police Activities), or assist the government in determining policy (e.g. Royal Commission on Health Records).

Judicial inquiries involve tribunals, which are usually short-term. They may be appointed under specific Acts to examine special legal circumstances, and pass judgements based on government policy or law.

ROYAL COMMISSION OF INQUIRY INTO NIAGARA

ATT GEN 60

REGIONAL POLICE FORCE

180 Dundas St. W., 22nd Flr.

Toronto M5G 1Z8

416-965-2142

Fax 416-965-6933

The Honourable Judge W.C.E. Colter was appointed by Order-in-Council number O.C. 751/88 on March 25, 1988 to review and report upon the activities and administration of the Niagara Regional Police Force since its inception in 1971.

COMMISSION ON PLANNING AND DEVELOPMENT REFORM IN ONTARIO

ATT GEN 61

180 Dundas St. W., 22nd Flr.

Toronto M5G 1Z8

416-325-8734

Fax 416-325-8739

By Order in Council #1355/91 dated June 6, 1991, John Sewell, Toby Vigod and George Penfold were appointed commissioners to examine the relationship between the public and private interests in land use and development, improve the integrity and efficiency of the land use planning and development system, make recommendations on amendments to the **Planning Act** 1983 and other relevant legislation.

ONTARIO LAW REFORM COMMISSION

ATT GEN 62

720 Bay St., 11th Flr.

Toronto M5G 2K1

416-326-4200

Fax 416-326-4693

Ontario Law Reform Commission is an independent legal office which inquires into any matter relating to law reform, the administration of justice, or judicial and quasi-judicial procedures. To carry out this function, the Commission conducts legal **research**, and issues reports containing recommendations for changes in the law. Commission reports are available at Publications Ontario, 880 Bay St., Toronto M7A 1N8, 326-5300 or call toll free 1-800-668-9938.

ACTS

ACTS

ATT GEN 63

The Ministry of the Attorney General is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's Policy Development Division.

Absconding Debtors Act
Absentees Act

Accidental Fires Act
Accumulations Act
Administration of Justice Act
Age of Majority and Accountability Act
Aliens' Real Property Act
Anglican Church of Canada Act, 1979
Arbitrations Act
Architects Act, 1984
Assessment Review Board Act
Bail Act
Barristers Act
Blind Persons' Rights Act
Bulk Sales Act
Business Records Protection Act
Charitable Gifts Act
Charities Accounting Act
Children's Law Reform Act
Commissioners for taking Affidavits Act
Compensation for Victims of Crime Act
Construction Lien Act, 1983
Conveyancing and Law of Property Act
Costs of Distress Act
Courts of Justice Act, 1984
Creditors' Relief Act
Crown Administration of Estates Act
Crown Agency Act
Crown Attorneys Act
Crown Witnesses Act
Disorderly Houses Act
Dog Owner's Liability Act
Dower and Miscellaneous Abolition Act
English and Wabigoon River Systems Mercury
Contamination Settlement Agreement Act, 1986
Escheats Act
Estates Administration Act
Evidence Act
Execution Act
Expropriations Act
Family Law Act, 1986
Fines and Forfeitures Act
Fraudulent Conveyances Act
Fraudulent Debtors Arrest Act
Frustrated Contracts Act
Gaming Act
Habeas Corpus Act
Hospitals and Charitable Institutions Inquiries Act
Hotel Registration of Guests Act
Innkeepers Act
International Commercial Arbitration Act, 1988
International Sale of Goods Act, 1988
Interpretation Act
Interprovincial Subpoenas Act

Intervenor Funding Project Act, 1988
Judicial Review Procedure Act
Juries Act
Justices of the Peace Act, 1989
Landlord and Tenant Act
Law Society Act
Legal Aid Act
Libel and Slander Act
Limitations Act
Master and Servant Act
Mechanics' Lien Act
Mental Incompetency Act
Mercantile Law Amendment Act
Ministry of the Attorney General Act
Minors' Protection Act
Mortgages Act
Negligence Act
Notaries Act
Occupiers' Liability Act
Ontario Law Reform Commission Act
Ontario Municipal Board Act
Partition Act
Pawnbrokers Act
Perpetuities Act
Police Services Act, 1990, Part VI
Powers of Attorney Act
Proceedings Against the Crown Act
Professional Engineers Act, 1984
Property and Civil Rights Act
Provincial Offences Act
Public Accountancy Act
Public Authorities Protection Act
Public Halls Act
Public Inquiries Act
Public Institutions Inspection Act
Public Officers Act
Public Trustee Act
Reciprocal Enforcement of Judgments Act
Reciprocal Enforcement of Judgments (U.K.) Act, 1984
Reciprocal Enforcement of Maintenance Orders Act, 1982
Regulations Act
Religious Freedom Act
Religious Organizations' Lands Act
Revised Statutes Confirmation Act, 1981
Sale of Goods Act
Settled Estates Act
Sheriffs Act
Short Forms of Conveyances Act
Short Forms of Leases Act
Short Forms of Mortgages Act
Solicitors Act
South African Trusts Investments Act, 1988

Statute of Frauds
Statutes Act
Statutory Powers Procedure Act
Succession Law Reform Act
Support and Custody Orders Enforcement Act, 1985
Surrogate Courts Act
Ticket Speculation Act
Time Act
Transboundary Pollution Reciprocal Access Act, 1986
Trespass to Property Act
Trustee Act
Unconscionable Transactions Relief Act
University Expropriation Powers Act
Variation of Trusts Act
Vendors and Purchasers Act
Wages Act
Warehouse Receipts Act

MINISTRY OF CITIZENSHIP

77 Bloor St. W., 10th Flr.

Toronto M7A 2R9

The Ministry of Citizenship plays a leadership role in the development of government policies and programs that address access and equality issues for those communities facing barriers to full participation in Ontario society.

The Ministry is committed to working in close cooperation with the province's cultural, racial, aboriginal, disabled and senior citizens communities to ensure these groups share in the social and economic benefits of life in Ontario.

Key areas of responsibility fall into seven categories: Multiculturalism; immigrant settlement; aboriginal community development; race relations; human rights; disability issues; and senior citizens' issues. The Ministry is also responsible for overseeing the development of policy in two crucial areas of access and equity in Ontario: employment equity and access to professions and trades by foreign-trained individuals.

The Ministry of Citizenship's policy development and program delivery functions are carried out by: Policy Services Branch; Citizenship Development Branch; Native Community Branch; Anti-Racism Secretariat; Field Services Branch; Office for Disability Issues; and Office for Seniors' Issues.

Internal support services shared with the Ministry of Culture and Communications are human resources, finance, legal, administration, systems, audit, communications and French language services.

Reporting to the government through the Minister of Citizenship are four agencies: The Ontario Human Rights Commission; the Ontario Advisory Council on Multiculturalism and Citizenship; the Ontario Advisory Council on Disability Issues; and the Ontario Advisory Council on Senior Citizens.

DEPUTY MINISTER'S OFFICE

FRENCH LANGUAGE SERVICES

CITIZENSHIP 1

77 Bloor St. W., 9th Flr.

Toronto M7A 2R9

416-314-7226

This office coordinates the implementation of the government's French Language Services Act, 1986, within the Ministry of Culture and Communications, the Ministry of Citizenship and their agencies.

It serves as a link between the francophone community and the ministries. The office of the coordinator also makes recommendations to the ministries on ways to meet the needs of Ontario's francophone population.

MARKETING AND INFORMATION SERVICES BRANCH

CITIZENSHIP 2

77 Bloor St. W., 10th Flr.

Toronto M7A 2R9

416-324-7061

The Marketing and Information Services Branch provides communications services and information in English and French for the Ministry of Culture and Communications and the Ministry of Citizenship.

For additional information, see the Marketing and Information Services listing under the Ministry of Culture and Communications.

CORPORATE SERVICES DIVISION

CORPORATE SERVICES DIVISION

CITIZENSHIP 3

The Corporate Services Division of the Ministry of Culture and Communications provides support services for the Ministry of Citizenship.

See the listings under the Ministry of Culture and Communications for information on the following branches: Legal Services Branch, Information Technology and Administrative Services Branch, Human Resources Branch, Finance Branch and Internal Audit Branch.

CITIZENSHIP DEVELOPMENT BRANCH

CITIZENSHIP 4

77 Bloor St. W., 5th Flr.

Toronto M7A 2R9

416-314-7547

The Citizenship Development Branch promotes equal opportunity, appreciation, understanding and respect among Ontario's culturally and racially diverse population and the organizations that serve them. The branch develops programs to: accelerate socio-economic participation of immigrants and newcomers, improve equity in treatment and access to services, and support organizational change to respond to the reality of Ontario's cultural diversity.

Branch activities fall into the following major areas: immigrant settlement, **community** participation, **multicultural** development, multicultural organizational change, and intercultural communication. Within these program areas, the branch provides consulting services to the public, private and non-profit sectors, develops print and **audio-visual** resources, and supports training.

Grants programs administered by the branch include: **Multicultural Workplace Program (MWP)**, **Cultural Interpreter Services and Training Program (CI)** and **Labour Market Adjustment Program**. The branch also provides consulting services for the following grants administered by the Field Services Branch: **Citizenship Development Grants Program (CD)**, **Ontario Settlement and Integration Program (OSIP)**, **Multiculturalism and Citizenship Community Projects (CPG)** and **Community Facilities Improvement Program (CFIP)**. For information on grants contact regional offices listed under Field Services Branch, Ministry of Citizenship.

The branch offers programs related to settlement, orientation and language training of **immigrants** and **refugees**, and assists other organizations and government ministries in improving access to their services. Multilingual materials and publications, such as the "Newcomers' Guide to Services in Ontario" (314-7520), are available to newcomers, and intermediaries working with them. The branch provides advice on setting up community-based settlement and integration services for newcomers. Print and audio-visual materials and referral for **English-as-a-Second-Language (ESL)** classes are available at 314-7520.

This office coordinates Canada Day events and the following awards programs: Order of Ontario, Good Citizenship, Police and Firefighter Bravery, Outstanding Achievement and **Volunteer Awards**.

**CITIZENSHIP DEVELOPMENT BRANCH
ONTARIO WELCOME HOUSE NETWORK**

CITIZENSHIP 5

132 St. Patrick St.
Toronto M5T 1V1
416-965-3021

The Ontario Welcome House Network provides newcomers with **multilingual** settlement **information** and referral service to government, community and social agencies and translation into English of educational and employment related documents. The Ontario Welcome House Network also provides **English-as-a-Second-Language (ESL)** instruction linked with child care (965-2365). Ontario Welcome House has community offices in Scarborough (965-9902), North York (633-7180), Mississauga (848-4680) and Hamilton (521-7569).

FIELD SERVICES BRANCH

CITIZENSHIP 6

77 Bloor St. W., 15th Flr.
Toronto M7A 2R9
416-314-7730
416-314-7734 (Grants Support)

The Field Services Branch through a one window approach, provides **immigrants**, cultural and racial minorities, with the appropriate resources to help them achieve access and equity to government services and programs.

The community development consultants work in partnership with primary community-based settlement service agencies and **multicultural** organizations, assisting them to identify needs and offer appropriate Ministry grants programs and services. They advocate on behalf of clients to access other Ministry programs which are relevant, assist them in building the network to other community agencies and provide advice on organizational development.

Grants programs delivered by the branch through the consultants are the **Citizenship Development Grants Program (CD)**, **Ontario Settlement and Integration Program (OSIP)**, **Community Project Grants Program (CPG)**, **Community Facilities Improvement Program (CFIP)**, **Labour Adjustment Marketing Strategy Grants (LAS)**.

Field Services Consultants can be reached at the following offices:

CENTRAL REGION

Head Office
77 Bloor St., 15th Flr.
Toronto M7A 2R9
416-314-7734

10 St. Mary St., 2nd Flr.
Toronto M7A 2R9
416-965-6597

EASTERN REGION

1 Nicholas St., Ste. 612
Ottawa K1N 7B7
613-566-3728
Fax 613-566-2703
If long distance dial
1-800-267-1910

NORTHERN REGION

479 Government Rd., Box 3000
Dryden P8N 3B3
807-223-3331
Fax 807-223-4507

390 Bay St., 3rd Flr.
Sault Ste. Marie P6A 1X2
 705-759-8652
 Fax 705-759-8652
 If long distance dial
 1-800-461-7284

255 Dufferin Ave., 6th Flr.
London N6A 5K6
 519-679-7146
 Fax 519-679-7032
 If long distance dial
 1-800-265-4731

WESTERN REGION

119 King St. W., 8th Flr.
 Box 2112
Hamilton L8N 3Z9
 416-521-7229
 Fax 416-521-7613
 If long distance dial
 1-800-263-8514

221 Mill St., 6th Flr.
Windsor N9C 2R1
 519-256-5486
 Fax 519-256-5486
 If long distance dial
 1-800-265-5668

POLICY SERVICES BRANCH

CITIZENSHIP 7

77 Bloor St. W., 5th Flr.
 Toronto M7A 2R9
 416-314-7290

The Policy Services Branch provides analysis and advice to the government on current and emerging issues related to the mandate of the Ministry of Citizenship. This branch also offers selected demographic information on Ontario's culturally and racially diverse population from the ethnocultural database (314-7300).

NATIVE COMMUNITY BRANCH

CITIZENSHIP 8

77 Bloor St. W., 5th Flr.
 Toronto M7A 2R9
 416-314-7420

The branch provides **community development** services in consultation and cooperation with **aboriginal** communities and organizations. The branch is mandated to promote organizational development that will assist communities in achieving self government objectives including economic self reliance, social and cultural integrity and aboriginal controlled services.

The branch has adopted a policy of aboriginal participation in the development and revision of programs which bring native organizations together for joint work on and management of grants programming. The branch is also testing the provision of grants programs administered by the ministry through native organizations.

The branch's **native** development consultants offer assistance to over 500 organizations and communities, including **Metis communities, Friendship Centres, Native Women's Organizations, First Nations**, native cultural and communications groups throughout Ontario. Field consultants provide consulting advice, project development assistance, information on available programs and a range of community development services.

This office administers the following capital programs: The **Ontario Native Community Infrastructure Program** provides assistance to native communities for the construction and development of small **business** centres and business parks. The branch delivers native specific programming on behalf of other ministries. The three special initiatives are: Project Specific Management and Training Program under the Anti-Recession Special Initiatives

Program to provide management level employment opportunities in community projects; the Summer Experience Program to provide employment opportunities for aboriginal youth; and a special **Family Violence Program** providing grants to aboriginal community groups.

The branch also performs services for other provincial ministries and agencies by bringing a community based field perspective to the many aboriginal policy and program development initiatives in government, including the aboriginal subcommittee of the Cabinet Committee on Justice on which the Minister of Citizenship sits.

Branch services are available through 11 field offices and three area managers (see list below). Regional and head office staff provide administrative and technical program support, as well as, liaison with other ministries, agencies and departments.

NORTHEAST AREA

Area Manager/Field Office

10 Elm St. E., 4th Flr.

Sudbury P3C 5N3

705-675-4349

Fax 705-675-7735

If long distance dial

1-800-461-4027

390 Bay St., 3rd Flr.

Sault Ste. Marie P6A 1X2

705-942-0419

Fax 705-942-9372

If long distance dial

1-800-461-2409

22 Wilcox St., 2nd Flr.

Timmins P4N 3K6

705-267-8018

Fax 705-268-3394

SOUTH AREA

Area Manager/Field Office

77 Bloor St. W., 5th Flr.

Toronto M7A 2R9

416-314-7420

Fax 416-314-7428

(Toronto/Hamilton/Ottawa)

255 Dufferin Ave., 6th Flr.

London N6N 5K6

519-679-7146

Fax 519-679-7032

If long distance dial

1-800-265-4731

15 Matchedash St. N.

Orillia, L3V 4T4

705-325-9561

Fax 705-327-8376

NORTHWEST AREA

Area Manager/Field Office

1825 East Arthur St.

Thunder Bay P7E 5N7

807-475-1683

Fax 807-623-6629

If long distance dial

1-800-465-6939

283 Church St.

Box 613

Fort Frances P9A 3M9

807-274-9732

Fax 807-274-2792

303 Main St.

Box 778

Geraldton P0T 1M0

807-854-0169

Fax 807-854-0466

227 2nd St. S., 3rd Flr.

Kenora P9N 1G1

807-468-2864

Fax 807-468-2788

(West Patricia area
& Kenora/Dryden area)

34 Front St. E., 2nd Flr.

Sioux Lookout, P0V 2T0

807-737-1018

Fax 807-737-3379

ONTARIO ANTI-RACISM SECRETARIAT

CITIZENSHIP 9

77 Bloor St. W., 20th Flr.
 Toronto M7A 2R9
 416-326-9702

The Ontario Anti-Racism Secretariat has the responsibility for coordinating and providing advice on the implementation of the Anti-Racism Strategy for Ontario. This strategy sets the government's goals and priorities for action in the community, the public, private and the broader public sectors for combatting racism.

The Secretariat functions are consultative services, anti-racist education, policy and planning, research and evaluation. It also administers several **grant** programs for anti-racism projects. The eight district offices are listed below:

CENTRAL REGION

10 St. Mary St., 2nd Flr.
 Toronto M7A 2R9
 416-965-1613

1825 E. Arthur St.
Thunder Bay P7E 5N7
 807-475-1683

SOUTHWESTERN REGION**EASTERN REGION**

1 Nicholas St., 6th. Flr., Rm. 612
 Ottawa K1N 7B6
 613-566-3728

255 Dufferin Ave., 6th Flr.
London N6A 5K6
 519-679-7146

1055 Princess St.
Kingston K7L 1H3
 613-545-4435

Ontario Government Bldg.
 119 King St. W., 8th Flr.
Hamilton L8N 3Z9
 416-521-7870

NORTHERN REGION

10 Elm St., 4th Flr.
Sudbury P3C 5N3
 705-675-4127

221 Mill St., 2nd Flr.
Windsor N9A 2R1
 519-256-2787

OFFICE FOR DISABILITY ISSUES

CITIZENSHIP 10

700 Bay St., 2nd Flr.
 Toronto M5G 1Z6
 416-326-0111 (TDD/Voice)
 Toll free 1-800-387-4456 (TDD/Voice)
 Fax 416-327-4079

The Office for Disability Issues has four primary responsibilities: public inquiry, promotion and awareness of the abilities of **disabled persons**, policy coordination and research of disability issues and community liaison. The Ontario Advisory Council for Disability Issues is appointed by and reports to the Minister Responsible for Disability Issues.

The office promotes awareness of government services and programs. It administers a **Community Action Fund** which assists organizations in undertaking initiatives that promote the goals of equality and full participation of disabled persons in Ontario's social and economic life. The Fund has three components: the Consumer Advocacy Fund, the Fund for Women with Disabilities/Victims of Abuse and general Project Funding. An Access

Fund established jointly by the Office for Disability Issues and the Office for Seniors' Issues is a cost-shared capital **grants** program for renovations to increase accessibility for senior citizens and people with disabilities to community meeting facilities operated by non-profit organizations. This includes organizations providing employment counselling and training services.

The office also funds community-based organizations in Barrie, Guelph, Kingston, Ottawa, London, North Bay, Timmins, Thunder Bay, Waterloo and Windsor to assist disabled persons in finding suitable rental accommodation. The **Homelink Program** is a pilot project which links disabled persons with landlords with suitable rental accommodation. There are no fees for users of the services.

Community Action Awards are presented each year to recognize the outstanding achievements of 12 persons who have worked extensively to promote the integration of people with disabilities at the community level.

Information Services responds to written and telephone (1-800-387-4456) requests for information on programs and services provided by Ontario government ministries and their agencies.

Publications: Guide to Ontario Government Programs and Services for persons with disabilities (for use by individuals; information from 23 ministries is listed under headings such as education, access, employment and health services) is available in English, French, Italian, Portuguese, Chinese and Greek. Courier is a quarterly newsletter and Guide for Disabled Drivers in Ontario is published in cooperation with the Ministry of Transportation. Statistical Profile of Disabled Persons in Ontario, is a summary of data on the demographic characteristics of the disabled population in Ontario and factors which influence independent living. Word Choices is a lexicon of preferred terms for disability issues. The Needs and Attitudes of Disabled Ontarians lists the results of a survey of 1,480 individuals and 85 organizations.

All publications are available to the general public in English and French and on tape for people who cannot read print.

Applications are available for: Community Action Fund grants, Access Funds grants and the Community Action Awards program by calling toll-free from anywhere in Ontario 1-800-387-4456 (TDD/Voice).

OFFICE FOR SENIORS' ISSUES

CITIZENSHIP 11

76 College St., 6th Flr.
Toronto M7A 1N3
416-327-2422

The Office for Seniors' Issues advances the independence, safeguards the rights and promotes the well-being of seniors in Ontario. It develops or promotes the development of policies to address key issues; provides a central information and referral service for the public; supports research on matters affecting **seniors** and develops linkages with seniors organizations. It promotes seniors' interests and recognition of their contribution through education and awareness aimed at professionals, community, family and individual seniors.

The office comprises four units: Policy, Community Initiatives and Research; Education Resources; Communication and Information; and Finance and Administration. All units operate under the direction of the Special Advisor.

An Access Fund has been established jointly by the Office for Seniors' Issues and the Office for Disability Issues to increase physical access by disabled persons and senior citizens to existing community facilities. Matching grants of up to \$50,000 are available for approved renovations such as ramps, grab bars, and brailled features.

Ontario Senior Citizens' Month is celebrated in June of each year to promote the recognition of seniors. An awards ceremony takes place at Queen's Park honoring a number of seniors for their outstanding contributions to their communities.

Information officers are available to answer written and telephone requests. For information on programs and services provided by and through government ministries and community organizations, please call the above number.

AGENCIES

For background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). The Ministry of Citizenship's agencies are listed below. For information, contact the appropriate agency at the telephone number listed.

ONTARIO HUMAN RIGHTS COMMISSION

CITIZENSHIP 12

400 University Ave., 12th Flr.

Toronto M7A 2R9

416-314-4524

Toll-free 1-800-387-7080

The Commission administers and enforces the **Human Rights Code, 1981** which provides for the right to equal treatment in **employment**, services, goods and facilities, contracts and **accommodation** without **discrimination** because of race, ancestry, place of origin, colour, sexual orientation, ethnic origin, citizenship, creed, sex, age, marital status, family status, handicap, record of offences (employment only) and receipt of public assistance (accommodation only). The Commission implements a program of investigation and conciliation of complaints and enforcement; public **education** and consultation with employers, unions, etc., with a view to reducing prejudice and discrimination; and **research** into patterns of discrimination. The 16 district offices are listed below:

EASTERN REGION

Regional Office

2197 Riverside Dr., Ste. 301

Ottawa K1H 7X3

613-738-2801

Fax 613-738-2833

If long distance in
area code 613 dial

1-800-267-1916

1055 Princess St., Ste. 105

Kingston K7L 1H3

613-545-4436

Fax 613-545-4312

If long distance in
area code 613 dial

1-800-461-2958

NORTHERN REGION

Regional Office

199 Larch St., 6th Flr.

Sudbury P3E 5P9

705-675-4455

Fax 705-675-3019

If long distance in
area code 705 dial

1-800-461-4000

227 2nd St. S., 3rd Flr.

Kenora P9N 1G1

807-468-2866

Fax 807-468-2788

390 Bay St., 3rd Flr.
Sault Ste. Marie P6A 1X2
 705-942-8417
 Fax 705-942-9372
 If long distance in
 area code 705 dial
 1-800-461-0551

28 Cumberland St. N., Ste. 403
Thunder Bay P7A 4K9
 807-343-6003
 Fax 807-343-6058
 If long distance in
 area code 807 dial
 1-800-465-8996

210 Spruce St. S., Ste. 103
Timmins P4N 2M5
 705-268-2838
 Fax 705-268-5801
 If long distance dial
 1-800-461-7863

SOUTHWESTERN REGION

Regional Office
 205 Oxford St. E., 2nd Flr.
London N6A 5G6
 519-438-0076
 Fax 813-672-0268
 If long distance
 in area code 519 dial
 1-800-268-8333

Ontario Government Bldg., 8th Flr.
 119 King St. W.
Hamilton L8N 3Z9
 416-521-7870
 Fax 416-521-7738
 If long distance
 in area code 416 dial
 1-800-263-9344
 in other areas dial
 1-800-668-9508

824 King St. W., 4rd Flr.
Kitchener N2G 1G1
 519-570-9622
 Fax 519-743-9217
 If long distance dial
 1-800-263-9525

1 St. Paul St., Ste. 603
St. Catharines L2R 7L4
 416-684-7406
 Fax 819-684-5931
 If long distance
 in area code 416 dial
 1-800-263-4916

500 Ouellette Ave., Ste. 305
Windsor N9A 1B3
 519-256-8278
 Fax 519-971-8271
 If long distance
 in area code 519 dial
 1-800-265-5140

TORONTO EAST, WEST AND CENTRAL REGIONS

2500 Lawrence Ave. E., 2nd Flr.
Scarborough M1P 2R7
 416-750-3575
 Fax 416-750-3369
 (Toronto East District)
 If long distance
 in area codes 416 and 705 dial
 1-800-268-6585

400 University Ave., 12th Flr.
Toronto M7A 2R9
 416-314-4500
 416-314-4493 TDD
 Fax 416-314-4533
 If long distance dial
 1-800-387-7080

595 Bay St., 4th Flr.
Toronto M5G 2C2
 416-326-9511
 Fax 416-326-9520

2 Robert Speck Pkwy., Ste. 310
Mississauga L4Z 1H8
 416-273-7811
 Fax 416-273-5570
 (Toronto West District)
 If long distance
 in area codes 416, 519,
 613 and 705 dial
 1-800-268-2808

**ONTARIO ADVISORY COUNCIL ON
MULTICULTURALISM AND CITIZENSHIP****CITIZENSHIP 13**

10 St. Mary St., 2nd Flr.

Toronto M7A 2R9

416-965-6889

Fax 416-324-6856

The Ontario Advisory Council on Multiculturalism and Citizenship (OACMC) has fifty-one members from across Ontario who are appointed by an Order-in-Council. Representing a wide range of ethnocultural backgrounds and occupations, members are selected on the basis of their sensitivity to the multicultural nature of Ontario's society and knowledge of its ethnocultural communities. The council's role is to advise the Government of Ontario on matters pertaining to **multiculturalism** and **citizenship**. The council responds to specific government requests for advice on policy formulation and program development and delivery; examines and comments on the effectiveness of policies, programs and service delivery mechanisms; and promotes the concept of multicultural Ontario set out in the government's multicultural policy on equality, access and participation, cultural retention and sharing. Recommendations are made to the provincial government through the Minister of Citizenship.

**ONTARIO ADVISORY COUNCIL ON
DISABILITY ISSUES****CITIZENSHIP 14**

700 Bay St., Ste. 203

Toronto M5G 1Z6

416-326-0140 (TDD/Voice)

Fax 416-326-0193

The Ontario Advisory Council on Disability Issues advises the Ontario Government, through the Ministry of Citizenship, on issues concerning people with **disabilities**.

The 14 members, appointed by Order-in-Council, meet regularly and periodically hold consultation meetings across the province. Council publishes an annual report, as well as, reports on major issues such as employment, transportation and independent living.

**ONTARIO ADVISORY COUNCIL
ON SENIOR CITIZENS****CITIZENSHIP 15**

700 Bay St., Ste. 203

Toronto M5G 1Z6

416-326-0175 (TDD/Voice)

Fax 416-326-0193

The Ontario Advisory Council on Senior Citizens advises the Government of Ontario, through the Minister of Citizenship on matters of concern to senior citizens in Ontario. Council promotes the development of opportunities for self-help for **senior citizens** and reviews current policies. Appointed by Order-in-Council, it consists of 16 members from across the province who meet regularly. Council produces position papers and policy reports as well as an annual report. Four times a year, Council **publishes**, "Especially for Seniors", a newspaper received by over one million seniors.

ACTS**ACTS**

CITIZENSHIP 16

The Ministry of Citizenship is responsible for the Act listed below. The Act is administered by the Ontario Human Rights Commission.

Human Rights Code, 1981

MINISTRY OF COLLEGES AND UNIVERSITIES

Mowat Block, 3rd Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

The Ministry of Colleges and Universities' goal is to enable Ontario to meet its social and economic challenges by ensuring that the people and province are provided with opportunities for excellent, relevant and accessible post-secondary education and by supporting research and the development of technological competence.

Formed in May 1984, the Ministry was originally known as the Department of University Affairs. It became the Department of Colleges and Universities after acquiring responsibility for the Colleges of Applied Arts and Technology from the Department of Education. With the reorganization of the Ontario Government in 1972, the name was changed to the Ministry of Colleges and Universities. It acquired the Industrial Training Branch, with responsibilities for apprenticeship programs, from the Ministry of Labour in April 1972. The Ministry of Colleges and Universities and the Ministry of Education became the responsibility of one Minister, with one administration division, in 1978. In 1985, the Skills Development Division was transferred to the newly formed Ministry of Skills Development.

The Ministry of Colleges and Universities administers four acts and related regulations. The Ministry carries out the Ministry of Colleges and Universities Act's mandate by developing policies and programs related to the funding of universities and colleges, regulating the colleges and private vocational schools in accordance with applicable statutes, and administering financial assistance to eligible students.

DEPUTY MINISTER'S OFFICE

LEGAL SERVICES

MCU 1

Mowat Block, 3rd Flr.

900 Bay St.

Toronto M7A 1L2

416-325-2754

Fax 416-325-2995

The office provides legal services to the Ministry and its agencies, including drafting and interpretation of legislation, statutes, regulations, Orders-in-Council and contracts. It also provides legal opinions and advice on policy and legal issues.

CORPORATE POLICY UNIT

MCU 2

Mowat Block, 9th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-325-4070

Fax 416-325-2979

The Corporate Policy Unit provides policy analysis and advice to the Minister and senior officials, coordinates the policy development process within the Ministry and liaises between the Ministry, Cabinet Office and other ministries.

COMMUNICATIONS BRANCH

MCU 3

Mowat Block, 8th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1L2
416-325-2737
Fax 416-325-2750

This branch advises the Ministry on communications plans and strategies; communicates policies, programs and positions on post-secondary educational issues to the media and the public; and assists the Ministry in improving communications effectiveness amongst its client agencies.

Through the Enquiries Unit (325-2929) of the Ministry of Education's Communication Services Branch, information is provided to the public and the media.

FRANCOPHONE AFFAIRS

MCU 4

Mowat Block, 9th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1L2
416-325-2980
Fax 416-325-2979

This office assists the Ministry in the delivery and monitoring of **French language services** in compliance with the French Language Services Act, 1986 which came into effect on November 18, 1989. Francophone Affairs also serves as an advisory body by providing support to the Ministry program divisions on francophone issues and liaises with French language associations and the Office of Francophone Affairs.

CORPORATE SERVICES AND STUDENT SUPPORT**CORPORATE PLANNING AND SERVICES BRANCH**

MCU 5

Mowat Block, 8th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1L2
416-325-1968
416-325-1974 (French)
Fax 416-325-1971

This branch develops expenditure plans and prepares annual estimates for the Ministry's programs and administrative budgets. It provides human resources planning, development, recruitment and staff relations services; and also produces data, and provides information support. Implementation of the **Freedom of Information** and Protection of Individual Privacy Act (325-1969) is coordinated by the branch. It acquires financial, systems, audit and administrative support services from the Ministry of Education.

STUDENT SUPPORT BRANCH

MCU 6

P. O. Box 4500
Thunder Bay P7B 6G9
807-343-7260
Toll-free 1-800-465-3013
Toll-free 1-800-465-3958 (TDD)

Financial Aid Office
Mowat Block, 8th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2B4
416-965-2798/6263
Toll-free 1-800-263-2847/8

The Student Support Branch administers programs which offer **financial assistance**, in the form of **loans, grants or bursaries**, to Ontario students studying at colleges and universities. Six plans based on financial need are operated under the **Ontario Student Assistance Program (OSAP)**: the **Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loans Plan, Ontario Special Bursary Plan, Ontario Work-Study Plan** and the **Part-Time Student Loans Plan (Canada Student Loans)**. The branch also awards fellowships or scholarships for outstanding university graduate work: the **Ontario Graduate Scholarship, Sir John A. Macdonald Graduate Fellowship** in Canadian History, **Ontario-Quebec Exchange Fellowship, Queen Elizabeth II Ontario Scholarships**, and the **John Charles Polanyi Prizes**. Programs are available to students and teachers for bilingual study: **Fellowships for Studying in French, Teacher's Summer Bursary, Bursary Program for Teachers in French-Language Instructional Units, and Summer Language Bursary Program**. The branch also administers two special scholarships: the **William G. Davis Student Award** for children of Crown employees and the **Aird Scholarship** for disabled individuals. Students should apply through the Financial Aid Office located at the post-secondary institution they plan to attend. Students attending private or out-of province institutions should contact the above Financial Aid Office.

POSTSECONDARY PARTNERSHIP AND RESEARCH SUPPORT**PARTNERSHIP DEVELOPMENT BRANCH**

MCU 7

Mowat Block, 9th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1L2
416-325-2814
Fax 416-325-2979

The Partnership Development Branch acts as an advocate, facilitator and broker to foster and support collaboration between Ontario's postsecondary institutions and businesses, labour organizations and professional associations.

**RESEARCH SUPPORT AND INTERNATIONAL
ACTIVITIES BRANCH**

MCU 8

790 Bay St., Ste. 1104
Toronto M5G 1N8
416-963-1194 (Research)
416-963-0874 (International)
Fax 416-965-6690

This branch develops and implements initiatives to strengthen research and development activities in universities and facilitates the transfer of technology between universities and industry. It administers a variety of research support programs, including the **University Research Incentive Fund (URIF)** (963-1194).

This office initiates and coordinates activities in international post-secondary education and research for the Ministry and its clients; assists the development and implementation of policies and programs relating to international post-secondary education through liaison with appropriate government departments, agencies, and non-governmental organizations (963-0874).

PRIVATE VOCATIONAL SCHOOLS

MCU 9

790 Bay St., Ste. 1103
Toronto M5G 1N8
416-965-5348
416-963-2069 (French)
Fax 416-965-0400

The Private Vocational Schools Unit is responsible for registering and regulating post-secondary private vocational schools throughout the Province.

POSTSECONDARY INSTITUTIONS**COLLEGE AFFAIRS BRANCH**

MCU 10

Mowat Block, 10th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1L2
416-325-2830
Fax 416-325-2917
Fax 416-325-2879 (Staff Relations)

The College Affairs Branch formulates and implements plans and policies for the **Colleges of Applied Arts and Technology (CAATs)**, often called community colleges. Operating and capital grants are provided to the colleges for the delivery of academic and skills related programs. The colleges also offer skills vocational training sponsored by the federal and provincial governments under the **Canadian Jobs Strategy** and **Ontario's Training Strategy**. For information about programs available at CAATs, contact the colleges. See the Ministry of Skills Development entries for information on vocational training under the Canadian Jobs Strategy and Ontario's Training Strategy.

The branch also liaises with the **Ontario Council of Regents for Colleges of Applied Arts and Technology**.

UNIVERSITY RELATIONS BRANCH

MCU 11

Mowat Block, 9th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-325-4031/4001

Fax 416-325-4024

The University Relations Branch is responsible for developing, planning, coordinating and implementing the government's policies and programs for the university sector in Ontario and for administering the **Degree Granting Act, 1983**. The branch administers and distributes the provincial operating and capital grants to Ontario universities, and develops and analyzes policy proposals with reference to university operations, physical resources and their funding. The branch also cooperates with the Ministries of Education, Health, Community and Social Services and other government agencies with respect to education health issues, training of teachers (325-4008) and health and social services professionals (325-4026). Other responsibilities include answering university-related inquiries and publishing the **Ontario Operating Funds Distribution Manual** for use by university administrators. The branch liaises with the **Ontario Council on University Affairs**, university-related organizations, ministries and the federal government.

AGENCIES

For background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some agencies of the Ministry of Colleges and Universities are listed below. Contact the communications branch for unlisted agencies.

ONTARIO COUNCIL ON UNIVERSITY AFFAIRS

MCU 12

700 Bay St., 7th Flr.

Toronto M5G 1Z6

416-965-5233

Fax 416-963-0231

Established by Order-in-Council in 1974, the Ontario Council on University Affairs (OCUA) advises the Minister of Colleges and Universities and the Lieutenant Governor-in-Council on funding requirements, allocation of funds, graduate and professional program approval, **Ontario Graduate Scholarship** funding, and any other matters pertaining to the university system. OCUA acts as a buffer between government and the 15 provincially assisted universities, **Ryerson Polytechnical Institute**, the **Ontario College of Art**, and the **Ontario Institute for Studies in Education**. The council is composed of a full-time chairman and 19 members who serve on a part-time basis. A small staff supports the work of the council.

ONTARIO COUNCIL OF REGENTS
FOR COLLEGES OF APPLIED ARTS
AND TECHNOLOGY (CAATs)

MCU 13

790 Bay St., 10th Flr.

Toronto M5G 1N8

416-325-1780

Fax 416-325-1792

The Ontario Council of Regents advises the Minister of Colleges and Universities on policy and planning matters of a system-wide nature for Ontario's Colleges of Applied Arts and Technology. Currently the Council is examining issues related to the implementation

of key recommendations contained in the Council's recently completed report, **Vision 2000: Quality and Opportunity**. This report was the result of a major review of the mandate of Ontario's college system undertaken over the period 1988 to 1990. The Council is also responsible for: appointing college boards of governors; **collective bargaining**, on behalf of the **colleges**, with academic and support staff; and reviewing and recommending salaries, terms and conditions of employment for college administrative staff and presidents. The Council also liaises with the College Affairs Branch of the Ministry. A small research secretariat supports the work of the Council.

COLLEGE RELATIONS COMMISSION

MCU 14

111 Avenue Rd., Ste. 400

Toronto M5R 3J8

416-922-7679

Fax 416-963-3957

The College Relations Commission was established in 1975 to oversee **collective bargaining** between the Ontario Council of Regents for Colleges of Applied Arts and Technology (CAATs) and the **Ontario Public Service Employees Union**, representing both academic and support staff. The commission monitors and assists in negotiations, supervises staff votes, and advises the Lieutenant Governor-in-Council when a strike or lockout is jeopardizing student education. The office administers the **Colleges Collective Bargaining Act**.

ACTS

ACTS

MCU 15

The Ministry of Colleges and Universities is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's communications branch.

Colleges Collective Bargaining Act, R.S.O. 1980

Degree Granting Act, 1983, S.O. 1983

Ministry of Colleges and Universities Act, R.S.O. 1980

Private Vocational Schools Act, R.S.O. 1980

The following is a list of related Acts.

An Act Respecting Queen's College at Kingston, 1874, as amended

Brock University Act, 1964

Carleton University Act, 1952

Lakehead University Act, 1965

Laurentian University of Sudbury Act, 1960

McMaster University Act, 1976

Ontario College of Art Act, 1968-69

Osgoode Hall Law School Scholarships Act, 1968-69

Ryerson Polytechnical Institute Act, 1977

Sunnybrook Hospital Act, 1966

Trent University Act, 1962-63

University of Guelph Act, 1964

University of Ottawa Act, 1965

University of Toronto Act, 1971

University of Waterloo Act, 1972

University of Western Ontario Act, 1982

University of Windsor Act, 1962-63
Wilfred Laurier University Act, 1973
York University Act, 1965

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Hepburn Block, 80 Grosvenor St.
Queen's Park, Toronto M7A 1E9

The Ministry of Community and Social Services, established in 1930 as the Department of Public Welfare, was formed as a result of the Ross Commission on Public Welfare. The Old Age Pensions, Mother's Allowance and Children's Aid branches previously administered by the Provincial Secretary, and the Unemployment Relief Branch from the Department of Labour were amalgamated under the new department. In 1967, the name was changed to the Department of Social and Family Services and, in 1972, it became the Ministry of Community and Social Services.

In 1974, the Ministry acquired the Mental Retardation Program under the Developmental Services Act from the Ministry of Health. The children's services programs were transferred from the Ministries of Health, Correctional Services and the Attorney General in 1977. In November 1984, the new Child and Family Services Act was proclaimed. It eliminates inconsistencies, simplifies the law, addresses new legal issues, and ensures that legislation conforms with the equality provisions of the Charter of Rights and Freedoms.

The current trend is to encourage and support community programs enabling physically and developmentally handicapped persons and elderly citizens to live independently. Ministry-operated and funded programs are moving towards small, community residential settings with local support networks.

Administration of Ministry funded and direct-delivery programs across the province is decentralized to 4 regional and 13 area offices.

DEPUTY MINISTER'S OFFICE

COMMUNICATIONS AND MARKETING BRANCH

COMSOC 1

Hepburn Block, 7th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-325-5151

The branch establishes communications and marketing policy for the Ministry; consults with staff and prepares communications and marketing strategies in partnership with corporate offices and divisions; and provides communications support to the Minister and Deputy Minister. Responsibilities include liaising with the media; answering public inquiries; coordinating and providing creative services such as artwork and design; producing and distributing publications, news releases and audio-visual materials; preparing speeches for senior executives and directing advertising campaigns. Public relations assistance and consultation, which may result in publications, films, videos, conferences and displays, is available to municipalities and social agencies for explaining Ministry programs to selected target audiences.

The branch also provides an internal conduit for quick responses to many important and contentious operations and policy issues arising from questions in the Legislature, the media and information supplied by other contacts within the Minister's, the Deputy Minister's and the Assistant Deputy Minister's offices. The branch responds to inquiries that cannot be transferred to the regional or area offices, and provides executive and administrative assistance to the offices of the Deputy Minister and the Assistant Deputy Minister, Operations Division.

**COMMUNICATION AND MARKETING BRANCH
CUSTOMER SERVICE**

COMSOC 2

Macdonald Block, Rm. M1-17
900 Bay St.
Queen's Park, Toronto M7A 1E9
416-325-5666
(collect calls accepted)

General **information** on Ministry services and programs is provided to the public by this section. It acts as a liaison between clients and offices; refers callers to other information sources; and provides copies of Ministry publications.

LEGAL SERVICES BRANCH

COMSOC 3

56 Wellesley St., 17th Flr.
Queen's Park, Toronto M7A 1E9
416-327-4900

The Legal Services Branch advises the Ministry on legal matters, including the interpretation of statutes, regulations and other legal documents. General legal services such as conducting litigation and providing legal opinions, are also provided. The branch is responsible to the Ministry of the Attorney General.

**STRATEGIC PLANNING AND
INTERGOVERNMENTAL RELATIONS DIVISION****STRATEGIC PLANNING AND
INTERGOVERNMENTAL RELATIONS DIVISION**

COMSOC 4

Hepburn Block, 6th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-325-5420
Fax 416-325-5432

Strategic Planning and Intergovernmental Relations coordinates and gives impetus to the strategic planning process, formulates policies, and responds to intergovernmental issues affecting the Ministry, e.g. **CAP (Canada Assistance Plan)**, **VRDP (Vocational Rehabilitation of Disabled Persons)**, and **IWA (Indian Welfare Agreement)** cost-sharing. Activities include developing policies related to the provision of **Native** services; coordinating Cabinet Policy Committees and Cabinet agenda; liaising with Cabinet Committees, Cabinet Offices and other ministries; negotiating renewal/changes to VRDP agreements and guidelines; and conducting research and program evaluation within the Ministry.

The **Strategic Planning Unit** (325-5381) integrates the principles and practices of strategic planning for Ministry management. By ensuring that the necessary processes are in place and environmental information is provided, the unit establishes the strategic focus of the Ministry and its divisions.

The **Intergovernmental Relations Unit** (325-5406) coordinates or develops policies, responses to Federal-Provincial or Interprovincial issues with special emphasis on the Canada assistance plan. The unit assists the corporate management of the Ministry in the negotiation of Federal-Provincial cost sharing agreements and provides central Ministry coordination for intelligence on relevant Federal-Provincial and Interprovincial issues.

The **Research and Program Evaluation Unit** (325-5355) is the primary focus of research and program evaluation activities in the Ministry. Technical consultation, research and

evaluation design, funding and project management services are available to the divisions of the Ministry.

The **Policy Coordination Unit** (325-5375) acts as the liaison for the Minister, Deputy Minister and senior management with the Cabinet Committee, Cabinet Offices and other ministries. The unit develops briefing material for the Minister and Deputy Minister for weekly Cabinet and Cabinet Committee meetings, and serves as a central registry of information on the status of policy issues.

The **Vocational Rehabilitation of Disabled Persons Coordination Unit** (325-5394) has the designated authority to administer the V.R.D.P. and the **Alcohol and Drug Treatment and Rehabilitation Program (ADTR)** agreements with the Federal Government. Key responsibilities include ensuring that the province receives appropriate cost-sharing revenue; representing Ontario's interests in negotiations for new agreements; and maintaining liaison with other jurisdictions.

The **Native Affairs Secretariat** (327-4844) coordinates Ministry-wide programme policy development and planning of native services; manages strategic planning processes for the Ministry with respect to native services, and manages Ministry participation in sectoral negotiations regarding native self-government. The secretariat also serves as the Ministry's principal liaison with native organizations and other provincial ministries and agencies.

The **Provincial-Municipal Relations Unit** (325-5410) coordinates the Ministry's relationship with the municipalities on issues such as the management and delivery of social services, cost-sharing relationships and planning activities.

CHILDREN'S SERVICES BRANCH

COMSOC 5

Hepburn Block, 3rd Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

416-325-5315

This branch develops policies and programs for services under the **Child and Family Services Act**, 1984, including services for **Native People**, **licensing** of children's residential care facilities, confidentiality of and access to records, use of extraordinary measures, young offenders services, child welfare services, treatment, intervention and primary prevention services.

Child Welfare services provided through **Children's Aid Societies** for the enhancement of family life, protection of **children** and prevention of child abuse and neglect, include support, counselling and supervision of children and families in their homes, and placement and care of children in foster and adoption homes or in children's residences by agreement with the family or by court order.

Child Treatment services by or under the supervision of psychiatrists for severely disturbed children, may be provided through Ministry operated facilities or approved agencies in residential or non-residential programs, and usually in association with other helping professionals.

Child and Family Intervention services provided, through approved agencies, for children with social, emotional, or behavioral problems and their families, include assessment, **counselling** and life skills training, and may be residential or non-residential.

Young Offenders services are provided through approved agencies, contractual arrangements with service providers, and Ministry operated facilities for children 12-15 years of age who are in conflict with the law and subject to the Young Offenders Act or the Provin-

cial Offences Act. Services include detention, pre-disposition reports, community service programs, probation supervision and open and secure custody.

A Community Support Service is a support or prevention service which is aimed at facilitation and/or improvement of social support for populations at risk and which may reduce the likelihood of need for ongoing or more intensive services. Community Support Services also include review and advisory bodies and consist of such activities as prevention, professional consultation, and research.

OPERATIONS DIVISION

CHILDREN'S AND ADULTS' SERVICES

COMSOC 6

Hepburn Block, 6th Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

416-325-5581

The Operations Division, is responsible for the delivery of all **children's** and **adults'** services programs within this Ministry. Centralized program and initiative implementation and support planning are provided by the Operational Coordination Branch (see separate entry). Decentralized service is delivered through the Regional Directors and Area Managers in the Ministry's Regional, Area and Local Offices, and all provincially run facilities for the developmentally handicapped, training schools and detention homes for children. The functions of the regional and area offices are described under this Ministry's Regional Organization entry.

OFFICE OF CHILD AND FAMILY SERVICE

COMSOC 7

ADVOCACY

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

416-325-5669

The office has been in operation since 1978 and is recognized under the Child and Family Services Act to protect the rights and interests of children and families who are receiving or seeking services through the Ministry of Community and Social Services. Staff intercedes and speaks on behalf of individual children and their families who without assistance may not be able to obtain needed services or solutions to problems.

OPERATIONAL COORDINATION BRANCH

COMSOC 8

Hepburn Block, 7th Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

416-325-5440

Fax 416-325-5500

The Operational Coordination Branch is responsible for achieving Ministry and divisional goals through the development and implementation of strategic systems that support a decentralized operating authority within the context of a corporate management perspective. The branch consists of Program Coordination Section, Management Support Section, Information Technology Section, Central Services Section, French Language Services, Chaplaincy Services, Multi-year Plan, Facility Services Section and a Finance and Administration Section.

OPERATIONAL COORDINATION BRANCH
CHAPLAINCY SERVICES

COMSOC 9

Hepburn Block, 4th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-965-3733
Fax 416-324-7123

This section coordinates the chaplaincy services provided by the Ministries of Community and Social Services, Correctional Services and Health to various institutions across the province. The Ministry of Community and Social Services acts as the "lead ministry" in coordinating the services of chaplains employed by other ministries. Chaplaincy Services is responsible for liaison between the Ontario Provincial Interfaith Committee on Chaplaincy and government ministries, and implementation and development of policy on the delivery of pastoral care.

Regional offices and coordinators are listed below.

Rev. Dirk Habermehl
Peterborough Region
Brookside Youth Centre
390 King St. E.
P. O. Box 159
Cobourg K9A 4K6
416-372-5451 Ext. 2258
Fax 416-372-7788

Rev. Siebert Vanhouten
Hamilton-Niagara Region
499 King St. E., Rm. 209
Hamilton L8N 1E1
416-525-0122
Fax 416-525-5353

Rev. Adam K. Prasuhn
Southeast Region
703-336 Alfred St.
Kingston K7L 3S5
613-548-6761
Fax 613-549-7653

Rev. Stuart J. Schroeder
Guelph-Goderich Region
Freeport Hospital
3570 King St. E.
Kitchener N2A 2W1
519-893-2710
Fax 519-894-8330

Rev. John de Vries
Woodstock-Windsor Region
CPRI
600 Sanatorium Rd.
London N6H 3W7
519-471-2540 Ext. 2308/2112
Fax 519-641-1922

Rev. Lynda Kelly
Georgian Bay—Toronto Region
Green Acres Home for the Aged
194 Eagle St.
Newmarket L3Y 1J6
416-773-6404 Ext. 294
Fax 416-895-5368
A9Rev. Dr. Arnold A. Bethune
Toronto—Mississauga Region
Thistletown Regional Centre
51 Panorama Crt.
Rexdale M9V 4L8
416-326-0796
Fax 416-326-0644

Rev. Fr. René G. Hébert
Northeast Region
Sudbury District Office
111 Larch St., 7th Flr.
Sudbury P3E 4T5
705-675-4515 Ext. 277
Fax 705-673-1947

Rev. Gary Sartain
Northwest Region
710 Victoria Ave.
Thunder Bay P7C 5P7
807-625-7444
Fax 807-625-7485

OPERATIONAL COORDINATION BRANCH
OFFICE OF THE COORDINATOR
OF FRENCH LANGUAGE SERVICES
56 Wellesley St. W., 17th Flr.
Toronto M7A 1E9
416-327-4887

COMSOC 10

This office advises the Deputy Minister and management on the provision of **French language services** within the framework of Ministry programs and activities, and monitors the effective delivery of services in French. Policy proposals and implementation plans are formulated to meet Ministry obligations under the French Language Services Act. The office also assists divisions and branches with implementation of the Act; liaises with franco-phone associations about the needs and concerns of the Franco-Ontarian community; disseminates information on the availability of Ministry services in French; coordinates translation of major documents, as required, and standardization of bilingual Ministry terminology.

REGIONAL ORGANIZATION
CHILDREN'S AND ADULTS' OPERATIONS
REGIONAL, AREA AND LOCAL OFFICES

COMSOC 11

To ensure effective service delivery throughout the province, four regions (Northern, Southeast, Southwest and Central) are responsible for coordinating **adult and children's** programs.

Each region is headed by a Regional Director who administers Ministry run and Ministry funded programs by coordinating the activities of area offices, local offices for adults' services, juvenile probation field offices, and all provincially run facilities (i.e. facilities for the developmentally handicapped, training schools and detention homes for children). The Regional Director also provides general management, including resource allocation.

Adults' Services Programs delivered by area and local offices include: Family Benefits; Vocational Rehabilitation Maintenance Allowances; Handicapped Children's Allowance; General Welfare Assistance (administered by municipalities and Indian Band Councils or by the province in unorganized territories); the Work Incentive Programs; and the Senior Citizens' Program. These programs, and the Soldiers' Aid Commission, are described in individual entries.

Children's Services Programs delivered by area offices include: Child Welfare (Children's Aid Societies); Day Nurseries; Probation services for children (Juvenile Corrections); Residential Care and Residential Treatment Services; and Community Programs for developmentally handicapped children. These programs are described in individual entries.

The Facilities for the Developmentally Handicapped and the Youth Corrections Program, which includes probation offices, training schools and detention homes for children, are described in the entries which follow.

The Ministry's Regional, Area and Local Offices are listed below.

CENTRAL REGION

Regional Director
2195 Yonge St., 10th Flr.
Toronto M7A 1G2
416-325-9735

Barrie Area Office
34 Simcoe St.
Barrie L4N 6T4
705-737-1311
If long distance dial
1-800-461-7551

York Local Office
135 Yonge St. N.
Aurora L4G 1P3
416-727-3156

Local Office
80 Colborne St. W.
P. O. Box 98
Orillia L3V 2Y7
705-721-3051

Mississauga Area Office
1140 Burnhamthorpe Rd. W., Ste. 212
Mississauga L5C 4E9
416-897-3100

Toronto Area Office
2195 Yonge St., 9th Flr.
Toronto M7A 1G1
416-325-0500

Local Office (N. W.)
3501 Dufferin St., Main Flr.
Downsview M3K 1N6
416-631-7444

Local Office (S. E.)
252 Parliament St.
Toronto M5A 3A4
416-362-6111

Local Office (N. E.)
1911 Eglinton Ave. E.
Scarborough M1L 2L6
416-752-6625

Local Office (S. W.)
121 Kennedy Ave., 2nd Flr.
Toronto M6S 2X8
416-763-3631

SOUTHWEST REGION

Regional Director
195 Dufferin Ave., 5th Flr.
London N6A 1K7
519-438-8344

Hamilton Area Office
119 King St. W., 6th Flr.
P. O. Box 2112
Hamilton L8N 3Z9
416-521-7280

Local Office
38 Darling St., 3rd Flr.
Brantford N3T 6A8
519-756-5790

Local Office
4701 St. Clair Ave., 3rd Flr.
Niagara Falls L2E 3S9
416-357-0363

Local Office
110 James St., 6th Flr.
St. Catharines L2R 6S4
416-688-3022
If long distance ask
operator for Zenith 21370

Local Office
266 Division St.
Welland L3B 4A4
416-735-6510

London Area Office
217 York St., Ste. 203
London N6A 5R1
519-438-5111
If long distance dial
1-800-265-4197

Local Office

75 Wellington St.
P. O. Box 1150
Clinton N0M 1L0
519-482-3971

Local Office

P. O. Box 605
Court House, #3 Highway West
Simcoe N3Y 4N4
519-428-0380
If long distance dial
1-800-265-8071

Local Office

194 Ontario St.
Stratford N5A 3H8
519-271-1530

Local Office

499 Talbot St.
St. Thomas N5P 1C3
519-631-3032

Waterloo Area Office

Waterloo Town Square, 5th Flr.
75 King St. S.
Waterloo N2J 1P2
519-886-4700
If long distance ask
operator for Zenith 37610
(Grey, Bruce, Waterloo, Wellington)

Local Office

73 Water St. N.
Cambridge N1R 7L6
519-623-1230

Local Office

60 Baker St.
Guelph N1H 4G1
519-822-7500

Local Office

945 3rd Ave. E.
P. O. Box 697
Owen Sound N4K 5R4
519-376-1951
If long distance ask
operator for Zenith 21370

Local Office

P. O. Box 1058
209 Cayley St.
Walkerton N0G 2V0
519-881-0977

Windsor Area Office

250 Windsor Ave., 1st Flr.
Windsor N9A 6V9
519-254-1651
If long distance ask
operator for Zenith 21370

Local Office

48 Fifth St. S., 2nd Flr.
Chatham N7M 4V7
519-352-5040

Local Office

18 Selkirk St.
Leamington N8H 1G3
519-326-2511

Local Office

720 Christina St. N.
Sarnia N7V 3C2
519-337-3735
If long distance ask
operator for Zenith 21370

SOUTHEAST REGION

Regional Director

336 Alfred St.
Kingston K7L 3S5
613-548-6761

Kingston Area Office

1055 Princess St., Ste. 103
Kingston K7L 5T3
613-545-0539
For toll-free number check the
blue pages of telephone directory
(Leeds & Grenville, Lanark,
Frontenac, Hastings,
Lennox & Addington,
Prince Edward)

Local Office

199 Dundas St. E.
Belleville K8N 1E2
 613-962-9562
 If long distance ask
 operator for Zenith 21370

Local Area Office

51 King St. E.
Brockville K6V 1A7
 613-345-1200
 If long distance dial
 1-800-267-0834

Ottawa Area Office

10 Rideau St., 7th Flr.
Ottawa K1N 9J1
 613-234-1188

Local Office

10 Main St. N., Box 520
Alexandria K0C 1A0
 613-525-3524
 If long distance ask
 operator for Zenith 35500

Local Office

P. O. Box 40
Barry's Bay K0J 1B0
 613-756-3506
 If long distance ask
 operator for Zenith 21370

Local Office

4 Montreal Rd., 3rd Flr.
Cornwall K6H 1B1
 613-932-3381
 If long distance ask
 operator for Zenith 35500

Local Office

876 James St.
Hawkesbury K6A 2W8
 613-632-1171
 If long distance ask
 operator for Zenith 35500

Local Office

77 Mary St., 3rd Flr.
Pembroke K8A 5V4
 613-735-1073

Local Office

315 Raglan St. S.
Renfrew K7V 1R6
 613-432-4886
 If long distance ask
 operator for Zenith 21370

Peterborough Area Office

60 Hunter St. E.
Peterborough K9H 1G5
 705-743-1624
 If long distance ask
 operator for Zenith 21370

Local Office

322 Kent St. W., 2nd Flr.
 P. O. Box 7000
Lindsay K9V 5E5
 705-324-6128
 If long distance ask
 operator for Zenith 49740

Local Office

11 Simcoe St. N., Ste. 201
Oshawa L1G 4R7
 416-576-9001
 If long distance ask
 operator for Zenith 21370

Local Office

38 Walton St., 3rd Flr.
Port Hope L1A 1N1
 416-885-6386
 If long distance check
 blue pages of telephone directory

NORTHERN REGION*Regional Director*

473 Queen St. E., 2nd Flr.
Sault Ste. Marie P6A 1Z5
 705-949-8052

Sudbury Area and District Office

111 Larch St., 8th Flr.
Sudbury P3E 4T5
 705-675-4515
 If long distance dial
 1-800-461-1167/9

Local Office
14 Young St.
Chapleau P0M 1K0
705-864-0429

Local Office
P. O. Box 580
Espanola P0P 1C0
705-869-1532

Local Office
Meredith/Eleanor Sts.
P. O. Box 358
Gore Bay P0P 1H0
705-282-2288

Local Office
199 Larch St., 5th Flr.
Sudbury P3E 5P9
705-675-4515
If long distance ask
operator for Zenith 35500
or dial
1-800-461-1167/9

Sault Ste. Marie District Office
123 March St., 3rd Flr.
Box 68
Sault Ste. Marie P6A 2Z5
705-946-7419

Local Office
18 Philip Walk
Elliot Lake P5A 2S6
705-848-5259

North Bay Area Office
621 Main St. W.
North Bay P1B 2V6
705-474-3540

Local Office
274 Manitoba St.
Bracebridge P0B 1C0
705-645-8718
If long distance ask
operator for Zenith 21370

Local Office
3 Beechwood Dr.
Parry Sound P2A 1J2
705-746-2717
If long distance ask
operator for Zenith 21370

Local Office
Hwy. 11, Toronto Ave. N.
Box 161
South River P0A 1X0
705-386-2571
If long distance ask
operator for Zenith 35500

Local Office
62 William St.
Sturgeon Falls P0H 2G0
705-753-1611
If long distance ask
operator for Zenith 35500

Timmins District Office
11 Elm St. N., Main Flr.
Timmins P4N 6A3
705-267-7901
If long distance ask
operator for Zenith 21370

Local Office
241 Eighth St.
Cochrane P0L 1C0
705-272-4846

Local Office
1405 Edward St.
P. O. Box 806
Hearst P0L 1N0
705-362-5145

Local Office
46 Queen St., 1st Flr.
Box 295
Kapuskasing P5N 2Y4
705-335-8573

Local Office
8 Hudson Bay Ave.
Box 398
Kirkland Lake P2N 2H7
705-567-5297
If long distance ask
operator for Zenith 21370

Local Office
Ontario Government Bldg.
Box 160
Revillon Rd.
Moosonee P0L 1Y0
705-336-2984

Local Office
310 Whitewood Ave.
Box 2260
New Liskeard P0J 1P0
705-647-7134

Local Office
11 Elm St. N.
Timmins P4N 6A3
705-267-7901

Thunder Bay Area and District Office
710 Victoria Ave., 3rd Flr.
Thunder Bay P7C 5P7
807-622-2272
If long distance ask
operator for Zenith 21370

Local Office
416 Main St.
Box 1029
Geraldton P0T 1M0
807-854-1840

Kenora/Rainy River District Office
20 Main St. S.
Kenora P9N 1S7
807-468-2400
If long distance ask
operator for Zenith 24100

Local Office
479 Government Rd.
Box 1020
Dryden P8N 3E3
807-223-2241

Local Office
338 Scott St.
Box 760
Fort Frances P9A 3N1
807-274-9846

Local Office
120 Main St. S.
Kenora P9N 1S7
807-468-2400
If long distance ask
operator for Zenith 24100

Local Office
Ontario Government Bldg.
Box 827
Red Lake P0V 2M0
807-727-2174

Local Office
63 King St. S.
Box 338
Sioux Lookout P0V 2T0
807-737-3813

REGIONAL ORGANIZATION CHILDREN'S AND ADULTS' OPERATIONS FACILITIES FOR DEVELOPMENTALLY HANDICAPPED

COMSOC 12

Treatment and training programs and services for **developmentally handicapped** persons are delivered through 11 government operated and 11 local community board operated facilities which fall under regional jurisdiction. The facilities directly operated by the Ministry are listed below:

CENTRAL REGION

*Adult Occupational Centre
Edgar*

Mailing address:

P. O. Box 12000

Barrie L4M 4W3

705-728-6910

Huron Regional Centre

P. O. Box 1000

Orillia L3V 6L2

705-326-7361

NORTHERN REGION

Muskoka Centre

P. O. Box 280

Gravenhurst P0C 1G0

705-687-2201

Northwestern Regional Centre

580 Algoma St. N.

P. O. Box 3270

Thunder Bay P7B 5J8

807-343-4321

SOUTHEASTERN REGION

D'Arcy Place

700 D'Arcy St.

P. O. Box 2001

Cobourg K9A 4L5

416-372-3341

Prince Edward Heights

P. O. Box 440

Picton K0K 2T0

613-476-2104

Rideau Regional Centre

P. O. Box 2000

Smiths Falls K7A 4T7

613-283-5533

SOUTHWESTERN REGION

Southwestern Regional Centre

Hwy. 3 (West of Blenheim)

Mailing address:

P. O. Box 1000

Blenheim N0P 1A0

519-676-5431

C.P.R.I.

P. O. Box 2460

Terminal A

London N6A 4G6

519-471-2540

Midwestern Regional Centre

P. O. Box 400

Palmerston N0G 2P0

519-343-2015

Oxford Regional Centre

P. O. Box 310, Hwy. 59 N.

Woodstock N4S 7X9

519-539-1251

REGIONAL ORGANIZATION CHILDREN'S AND ADULTS' OPERATIONS YOUTH CORRECTIONS PROGRAM

COMSOC 13

The Youth Corrections Program provides services to young people aged 12 to 15 years charged with an offence under the **Young Offenders Act**. Programs include residential services for **young people**: ordered into detention to await court; received a disposition of open or secure custody under the **YOA**. Community programs such as **probation**, community service orders, personal service orders are provided by probation officers. Probation officers also provide case management services for any young person aged 12 to 15 years who receives a **YOA** disposition.

The custody/detention facilities administered through the Ministry's area offices, are small residences located throughout the province. For information regarding these programs, contact the nearest area office listed under the Ministry's Regional Organization. The Ministry's probation offices are listed below.

JUVENILE PROBATION

71 Station St., Unit 5
Ajax L1S 1S2
416-683-1250

34 Simcoe St.
P. O. Box 910
Barrie L4M 1N1
705-737-3051

199 Dundas St. E.
Belleville K8N 1E2
613-962-9562

274 Manitoba St.
Box 63
Bracebridge P0B 1C0
705-645-8718

20 Nelson St. W., Ste. 203
Brampton L6X 2M5
416-456-3430

38 Darling St., 3rd Flr.
Brantford N3T 6A8
519-756-5790

51 King St. E.
Brockville K6V 1A8
613-345-1200

Burlington Sq.
760 Brant St.
Burlington L7R 4B7
416-639-5371

73 Water St.
Cambridge N1R 7L6
519-623-1230 (Probation)

Court House
Munsey St.
Box 460
Cayuga N0A 1E0
416-772-5303

48 Fifth St., 2nd Flr.
Chatham N7M 4V8
519-352-5040

241 Eighth St.
Box 310
Cochrane P0L 1C0
705-272-4848

590 Cameron St., Unit 6
Collingwood L9Y 2J3
705-445-3301

502 Pitt St., 2nd Flr.
Cornwall K6J 3R5
613-938-1581

479 Government Rd.
Box 1020
Dryden P8N 3E3
807-223-3321

18 Philip Walk
Elliot Lake P5A 2S6
705-848-5259

71 Centre St., 2nd Flr.
Box 1090
Espanola P0P 1C0
705-869-2601

338 Scott St.
Box 760
Fort Frances P9A 3N1
807-274-3208

416 Main St.
Box 1029
Geraldton P0T 1M0
807-854-1840

39 West St.
P. O. Box 403
Goderich N7A 4C7
519-524-7780

60 Baker St.
Guelph N1H 4G1
519-822-7500

499 King St. E., 2nd Flr.
St. John's Place
Hamilton L8N 1E1
416-525-0072

1405 Edward St.
Box 806
Hearst P0L 1N0
705-362-5145

5464 Dundas St. W., 3rd Flr.
Islington M9B 1B4
416-233-3206

46 Queen St., 1st Flr.
Box 295
Kapuskasing P5N 2Y4
705-335-8573

General Delivery
Keewatin P0X 1C0
807-547-2864

726 Princess St., 2nd Flr.
Kingston K7L 1G2
613-545-4306

8 Hudson Bay Ave.
Box 398
Kirkland Lake P2N 2H7
705-567-5297

322 Kent St. W.
Box 7000
Lindsay K9V 5E5
705-324-6128

217 York St.
London N6A 1B7
519-438-5111

305 Midland Ave.
Midland L4R 3K5
705-526-2977

491 Steeles Ave. E.
Milton L9T 1Y7
416-878-0302

1140 Burnhamthorpe Rd. W., Ste. 212
Mississauga L5C 4E9
416-276-7670

713 Davis Dr.
Newmarket L3Y 2R3
416-895-1800

4701 St. Clair Ave.
P. O. Box 201
Niagara Falls L2E 6T3
416-357-1066

621 Main St. W.
North Bay P1B 2V6
705-474-3540

Court House
10 Louisa St.
Orangeville L9W 3P9
519-942-1771

Counties Bldg., 2nd Flr.
Court St.
P. O. Box 309
L'Orignal K0B 1K0
613-675-4630

80 Colborne St. W.
Orillia L3V 2Y7
705-325-7408

650 King St. E., Ste. 204/206
Oshawa L1H 1G5
416-723-1119

900 Lady Ellen Place E., Ste. 11
Ottawa K1Z 5L5
613-722-6507

945 Third Ave. E.
P. O. Box 697
Owen Sound N4K 5R4
519-376-1951

3 Beechwood Dr.
Parry Sound P2A 1J2
705-746-4016

77 Mary St., 3rd Flr.
Pembroke K8A 5V4
613-722-6507

60 Hunter St. E.
Peterborough K9H 1G5
705-742-9292

38 Walton St., Ste. 4
Port Hope L1A 1N1
416-885-7205

110 James St., 6th Flr.
St. Catharines L2R 7E8
 416-685-4897

145 Curtis St.
 Provincial Court
 P. O. Box 277
St. Thomas N5P 3Z7
 519-631-3430

720 Christina St. N.
Sarnia N7V 3C2
 519-337-3735

123 March St., 5th Flr.
Sault Ste. Marie P6A 2Z5
 705-759-8244

2500 Lawrence Ave. E.
Scarborough M1P 2R7
 416-750-3387

Court House
 No. 3 Highway W.
 Box 605
Simcoe N3Y 4N4
 519-428-0380

63 King St.
 P. O. Box 338
Sioux Lookout P0V 2T0
 807-737-2162

194 Ontario St.
Stratford N5A 3H8
 519-271-5220

Ontario Government Bldg., 5th Flr.
 199 Larch St.
Sudbury P3E 5P9
 705-675-4515

CENTRAL SERVICES UNIT
 Hepburn Block, 7th Flr.
 80 Grosvenor St.
 Queen's Park, Toronto M7A 1E9
 416-325-5440
Fax 416-325-5500

710 Victoria Ave., 3rd Flr.
Thunder Bay P7C 5P7
 807-475-1485

11 Elm St. N.
Timmins P4N 6A3
 705-267-7901

194 Gerrard St. E.
Toronto M5A 2E6
 416-923-4516

900 Dufferin St., Ste. 209
Toronto M6H 4B1
 416-965-5177

2265 Keele St., Ste. 1
Toronto M6M 3Z7
 416-248-3055

209 Cayley St.
 P. O. Box 1058
Walkerton N0G 2V0
 519-881-0977

Waterloo Town Square, 4th Flr.
 75 King St. S.
Waterloo N2J 1P2
 519-886-4700

54 Broadway Ave., Ste. 4
Wawa P0S 1K0
 705-856-2303

250 Windsor Ave., 2nd Flr.
Windsor N9A 6V9
 519-254-1651

42 Wellington St. N.
Woodstock N4S 6P3
 519-537-5579

COMSOC 14

The unit is responsible for the provision of centralized services such as Crown Ward Reviews, Child Abuse Register, Adoption Services, Investigations and various legislative boards and commissions, Operational Coordination of Income Maintenance.

CENTRAL SERVICES UNIT
CHILD ABUSE REGISTER
2 Bloor St. W. 24th Flr.
Toronto M7A 1E9
416-327-4680
Fax 416-327-0558

COMSOC 15

The Child Abuse Register, is a confidential and restricted register that contains information on verified cases of **child** abuse that have occurred in Ontario since June 15, 1979. The Register is legislated under the **Child and Family Services Act**, 1984.

CENTRAL SERVICES UNIT
CROWN WARD REVIEW
2 Bloor St. W., 24th Flr.
Toronto M7A 1E9
416-327-4669

COMSOC 16

The unit performs an annual administrative review of each Crown Ward who qualifies under Section 62(1) of the **Child and Family Services Act**, 1984. Staff submit reports to the Ministry, and to the Children's Aid Societies responsible for the care of Crown Wards.

CENTRAL SERVICES UNIT
ADOPTION DISCLOSURE REGISTER
2 Bloor St. W., 24th Flr.
Toronto M7A 2E9
416-327-4730

COMSOC 17

The Register provides a means by which adopted **adults** and their birth **parents**, adult birth siblings and birth grandparents can obtain identifying information about each other and meet if they wish. For information and/or an application form, call the Adoption Disclosure Register Clerk at 327-4705/4.

For information and referrals on private **adoption**, call 327-4741, and for step-parent, call 327-4740, international and other adoptions, call 327-4749.

CENTRAL SERVICES UNIT
CHILD AND FAMILY SERVICES REVIEW BOARD
2 Bloor St. W, 24th Flr.
Toronto M7A 1E9
416-327-4670
Fax 416-327-0558

COMSOC 18

The Child and Family Services Review Board provides an independent mechanism for appealing specific decisions made under the **Child and Family Services Act**, 1984 and the **Day Nurseries Act**, 1980 such as recommendations made by Residential Placement Advisory Committees, refusal of placement by Adoption Licensees, and refusal or revocation of residential, adoption or day nurseries licences. In certain specified situations, the Board reviews a service provider's refusal to grant access to records, correct records, or provide adoption information, as well as allegations of unauthorized disclosure of **records**. The Board also handles appeals made by **young persons** who have been admitted to short term emergency admission to Secure Treatment Facilities.

**CENTRAL SERVICES UNIT
CUSTODY REVIEW BOARD**

COMSOC 19

2 Bloor St. W., 24th Flr.

Toronto M7A 1E9

416-327-4670

Fax 416-327-0558

Upon application by a young person, the Board reviews a Provincial Director's decision to commit a **young person** to a place of secure custody, open custody, or a residential setting under a probation order and makes recommendations to the Provincial Director.

The Board also handles enquiries regarding former training school wards. The Custody Review Board is operated jointly with the Ministry of Correctional Services.

**CENTRAL SERVICES UNIT
SOLDIERS' AID COMMISSION**

COMSOC 20

2 Bloor St. W., 24th Flr.

Toronto M7A 1E9

416-327-4674

The Soldiers' Aid Commission provides emergency aid to **veterans** of World War I, II and the Korean War, in exceptional circumstances, who have exhausted all other sources of funds.

**MANAGEMENT SUPPORT UNIT
EMERGENCY SOCIAL SERVICES PLANNING**

COMSOC 21

2 Bloor St. W., 24th Flr.

Toronto M7A 1E9

416-327-4676

Fax 416-327-0558

The Ministry coordinates and encourages planning for provision of **Emergency Social Services** in the event of a major disaster. This section liaises with the Federal Government, provides consultation to municipalities and assists regional and area offices in developing appropriate plans within the community.

**MANAGEMENT SUPPORT UNIT
VOLUNTEERS**

COMSOC 22

2 Bloor St. W., 24th Flr.

Toronto M7A 1E9

416-327-4670

Fax 416-327-0558

This section coordinates and advises on the development of volunteer programs for Ministry operations, such as facilities for the developmentally handicapped, probation services, training schools, and the Senior Volunteer in Service Program. The section also serves as a Ministry focus for encouraging volunteerism in social services within the community, and administers the Ministry's **Volunteer Awards Program**.

COMMUNITY HEALTH AND SUPPORT SERVICES DIVISION

COMMUNITY HEALTH AND SUPPORT SERVICES DIVISION

COMSOC 23

Hepburn Block, 9th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-327-8370

Community Health and Support Services Division was created in 1990 to coordinate and develop programs and services for the long term care of the elderly and individuals with physical disabilities, along with Community Health, Public Health, Community Mental Health and Health Promotions.

Details on other programs which are part of the division may be found in listings under the Ministry of Health, Community Health and Support Services Division.

LONG-TERM CARE POLICY BRANCH

COMSOC 24

Hepburn Block, 5th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-326-9755

The Long-Term Care Policy Branch provides advice on the development of policies, program design, regulations, and on the communication of policies.

COMMUNITY SUPPORT SERVICES

COMSOC 25

Hepburn Block, 8th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-327-8370

Community Support Services is responsible for managing the integration of health and social services programs in a decentralized structure aimed at the elderly and people with physical disabilities as well as the implementation of the government's long-term care regarding direction plan. Fourteen area offices have been established across the province. They will work with local organizations, Ministry of Community and Social Services area offices, and District Health Councils to plan the local implementation of the long-term care redirection. These offices will also be responsible for program coordination, financial management and service monitoring.

The Ministry's area offices are listed below.

11 Victoria St., Ste. 219
Barrie L4N 6T3
705-739-6470
Fax 705-739-6473

234 Concession St., Ste. 101
Kingston K7K 2B8
613-531-9629
Fax 613-531-0392

119 King St., 10th Flr.
Hamilton L8N 3Z9
416-546-8294
Fax 416-546-8255

80 Dundas St. E., Rm. 1-083
London N6A 1E7
519-675-7680
Fax 519-675-7685

4Robert Speck Parkway, Ste. 245
Mississauga L4Z 1S1
 416-279-4929
 Fax 416-279-3452

127 Cedar St., 7th Flr.
Sudbury P3E 1A9
 705-688-3130
 Fax 705-688-3133

176 Main St. W., 2nd Flr.
North Bay P1B 2T5
 705-494-4024
 Fax 705-494-4030

435 James St., 2nd Flr.
Thunder Bay P7C 5G6
 807-475-1591
 Fax 807-475-1519

47 Clarence St., Ste. 430
Ottawa K1N 9K1
 613-238-4263
 Fax 613-238-4084

36 Toronto St., Ste. 550
Toronto M5C 2C5
 416-366-5764
 Fax 416-366-7905

277 George St. N., Ste. 210
Peterborough K9J 3G9
 705-741-5634
 Fax 705-741-5443

180 King St. S., Ste. 290
Waterloo N2J 1P8
 519-571-0810
 Fax 519-571-6008

1 St. Paul St., Ste. 203, Phase I
St. Catharines L2R 7L2
 416-988-5788
 Fax 416-988-5566

215 Eugenie St. W., Ste. 300
Windsor N8X 2X7
 519-250-0788
 Fax 519-973-1469

IN-HOME SERVICES BRANCH
 Hepburn Block, 5th Flr.
 80 Grosvenor St.
 Queen's Park, Toronto M7A 1E9
 416-326-9750

COMSOC 26

This branch incorporates services from both the Ministries of Health and Community and Social Services. These include Home Care, School Health Support Services, Integrated Homemakers, and Placement Coordination Services.

IN-HOME SERVICES BRANCH
HOME CARE PROGRAM
 15 Overlea Blvd., 6th Flr.
 Toronto M4H 1A9
 416-327-7458

COMSOC 27

The Home Care Program provides services at the community level on a visiting basis to patients who are referred by their physicians and who meet nine eligibility criteria. The basic criterion is requirement of a professional service such as **nursing, physiotherapy, occupational therapy** or **speech** therapy. Patients may also be eligible for additional services including: **nutritional** counselling, medical **social work, drugs, medical** supplies and equipment, **meals-on-wheels** or **homemaking**. The two components of **Home Care**, acute and chronic, are available throughout the province.

**IN-HOME SERVICES BRANCH
SCHOOL HEALTH SUPPORT SERVICES**

COMSOC 28

15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-327-7462

School Health Support Services provides nursing, physiotherapy, speech therapy, occupational therapy; and nutritional counselling is available on a visiting basis to **children in school**, (as defined by the Education Act), when treatment outside the school setting would disrupt the child's educational program. Referrals should be made to the nearest local Home Care Program. Telephone numbers are listed below:

Patient Referral Centre
c/o Belleville General Hospital
245 Dundas St. E.
Belleville K8N 5A9
613-966-3530

Peel Regional Health Unit
10 Peel Centre Dr.
Brampton L6T 4B9
416-791-9400

225 St. Paul Ave., 9th Flr.
Brantford N3R 5Z3
519-759-7752

c/o Leeds, Grenville &
Lanark Health Unit
82 Emma St.
Brockville K6V 1S7
613-345-0060

460 Brant St.
Burlington L7R 4B6
416-639-5141

220 Riverview Dr.
P. O. Box 306
Chatham N7M 5K4
519-351-9780

London Road, c/o Huronview
P. O. Box 458
Clinton N0M 1L0
519-482-3411

1000 Pitt St.
Cornwall K6J 3S5
613-933-1375

324 Church St.
Fort Frances P9A 1E1
807-274-9384

2 Quebec St., 2nd Flr.
Guelph N1H 2T3
519-823-2550

414 Victoria Ave. N.
Hamilton L8L 5G8
416-523-8600

Medical Centre
Group Box 89, R. R. 3
Huntsville P0A 1K0
705-789-8828

North Western Health Unit
1 Ocean Ave. W., R. R. 1
Kenora P9N 3W7
807-468-6740

605 Justus Dr.
Kingston K7M 4H5
613-384-7090

6 Tweedsmuir Rd.
Kirkland Lake P2N 1H9
705-567-9355

108 Angeline St. S.
Lindsay K9V 3L5
705-324-9165

50 King St.
London N6A 5L7
519-663-5410

Simcoe County Admin. Bldg.
Midhurst L0L 1X0
705-722-3344

Regional Municipality of York
615 Davis Dr., Ste. 202
Newmarket L3Y 2Y2
416-895-1240

City Hall Tower, 5th Flr.
200 McIntyre St. E.
P. O. Box 450
North Bay P1B 8J1
705-476-1144

Community Health Services Centre
301 Golf St.
Oshawa L1G 4B2
416-723-8531

495 Richmond Rd.
Ottawa K2A 4A4
613-722-2029

301-920 1st Ave. W.
Owen Sound N4K 4K5
519-371-2112

Parry Sound District General Hospital
10 James St.
Parry Sound P2A 1T3
705-746-9321

1217 Pembroke St. E.
P. O. Box 940
Pembroke K8A 7M5
613-735-4133

835 Weller St.
Peterborough K9J 4Y1
705-743-2212

167 Kendall St.
Point Edward N7V 4G6
519-336-8112

301 Lake St.
Sault Ste. Marie P6A 4A9
705-949-1650

Simcoe Town Shopping Centre
Second Level
150 West St.
Simcoe N3Y 5C1
519-426-7400

113-115 Cushman Rd., Unit 61
St. Catharines L2M 6S9
416-684-9441

360 Talbot St., Box 8
St. Thomas N5P 1B6
519-631-9907

653 West Gore St.
Stratford N5A 1L4
519-273-2010

Regency Gate
1760 Regent St. S.
Sudbury P3E 3Z8
705-522-3460

c/o Green Acres School
405 West Isabella St.
Thunder Bay P7E 5E5
807-623-4977

169 Pine St., Postal Bag 2012
Timmins P4N 8B7
705-267-1181

175 Columbia St. W.
Waterloo N2L 5Z5
519-886-8160

45 Sheppard Ave. E.
Willowdale M2N 5W9
416-229-2929

410 Giles Blvd. E.
Windsor N9A 4C6
519-253-4612

410 Buller St.
P. O. Box 815
Woodstock N4S 4N2
519-539-1284

IN-HOME SERVICES BRANCH
INTEGRATED HOMEMAKER PROGRAM
15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-327-7460

COMSOC 29

The Integrated Homemaker Program is administered through the **Home Care Program** providing homemaking and personal care services to assist the frail elderly and adult disabled to remain in their own homes, in the community, or to allow them to return home from a hospital or other institution.

The basic eligibility is assessed on the individual's need for **homemaking** services and neither a financial nor medical test/referral is required.

IN-HOME SERVICES BRANCH
PLACEMENT COORDINATION SERVICES
15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-327-7462

COMSOC 30

Placement Coordination Services, started in 1979 and totally funded by the Ministry, provides a single channel to help people requiring placement in long-term care facilities obtain suitable **accommodation** and appropriate services. A placement coordination service may be sponsored locally by any non-profit planning or service agency. Sponsoring groups must obtain written agreement from the majority of local hospitals, nursing homes and homes for the aged signifying their participation before a program can be funded by the Ministry. Further information can be obtained by writing to the program at the above address or by contacting one of the local services listed below:

Algoma District
421 Bay St., 2nd Flr.
Sault Ste. Marie P6A 1X3
705-759-2491

Durham Region
Oshawa General Hospital
24 Alma St.
Oshawa L1G 2B9
416-433-2703

Brant County
P. O. Box 845
Brantford N3T 5R7
519-759-3141

Halton District
700 Dorval Dr., Ste. 503
Oakville L6K 3V3
416-842-2120

Chatham-Kent
c/o V.O.N.
121 Heritage Rd., Box 1031
Chatham N7M 5L6
519-352-5257

Hamilton-Wentworth
414 Victoria Ave. N.
Hamilton L8L 5G8
416-528-1512

Cochrane District
169 Pine St. S.
P. O. Bag 2012
Timmins P4N 8B7
705-267-1181

*Kingston, Frontenac, Lennox and
Addington*
221 Portsmouth Ave.
Kingston K7M 1V5
613-549-1232

Lambton County
167 Kendall St.
Point Edward N7V 4G6
519-336-0172

Leeds, Grenville and Lanark
82 Emma St.
Brockville K6V 1S7
613-342-8824

Niagara
6385 Colborne St.
Niagara Falls L2J 4B9
416-356-6171

Ottawa-Carleton
955 Green Valley Cr., Ste. 380
Ottawa K2C 3V4
613-727-0132

Peel Region
Regional Administrative Building
10 Peel Centre Dr.
Brampton L6T 4B9
416-791-9400 Ext. 442

Thames Valley
c/o V.O.N.
700 York St.
London N5W 2S8
519-663-0920

Thunder Bay
405 S. James St.
Thunder Bay P7E 2V6
807-475-8013

Waterloo
40 Spadina Rd. W.
Kitchener N2M 1E9
519-749-6789

Wellington
St. Joseph's Hospital
80 Westmount Rd.
Guelph N1H 5H8
519-824-5021

Windsor-Essex County
410 Giles Blvd. E.
Windsor N9A 4C6
519-253-4211

RESIDENTIAL SERVICES BRANCH
Hepburn Block, 5th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-326-9730

COMSOC 31

It combines the former Ministry of Health responsibility for Nursing Homes and Community and Social Services accountability for Charitable and Municipal Homes for the Aged.

A more complete description may be found in the Ministry of Health, Residential Services Branch listing.

FAMILY SERVICES AND INCOME MAINTENANCE DIVISION

**FAMILY SERVICES AND
INCOME MAINTENANCE DIVISION**
Hepburn Block, 6th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-325-5614

COMSOC 32

Family Services and Income Maintenance Division is responsible for the development and design of programs and policies with respect to Income Maintenance, Child Care, Community Services and Children's Services.

INCOME MAINTENANCE BRANCH

COMSOC 33

Hepburn Block, 3rd Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-325-5255

This branch develops policy and programs for Family Benefits and General Welfare Assistance.

INCOME MAINTENANCE PROGRAMS

COMSOC 34

Hepburn Block, 3rd Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-325-5255

The purpose of the Ontario Government's Income Maintenance Programs is to ensure that a responsive system of financial assistance enables eligible persons in need to obtain a basic level of allowances and benefits and an opportunity for self-development and independence. Income Maintenance Programs, described individually in the entries that follow, include Family Benefits, General Welfare Assistance, Handicapped Children's Program and Vocational Rehabilitation Maintenance Allowances.

INCOME MAINTENANCE PROGRAMS

COMSOC 35

FAMILY BENEFITS

Hepburn Block, 3rd Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-325-5255

The Family Benefits program provides **financial assistance** to persons in need for a prolonged period of time, including sole support **parents** raising children alone, **disabled persons**, the **blind**, permanently **unemployable** persons, foster **children**, qualified persons aged 60 to 64 and persons aged 65 or over. In addition, a **Handicapped Children's Benefit** is available to eligible families caring for a severely handicapped child at home. If need is demonstrated, a monthly **allowance** and other benefits (prescribed **drugs**, **dental** care, eye-glasses, home repairs) are provided. The allowance for the disabled and the blind is also known as **GAINS-D (Guaranteed Annual Income System, Disabled)**. To apply for family benefits contact the area and local offices listed under this Ministry's Regional Organization entry.

INCOME MAINTENANCE PROGRAMS

COMSOC 36

GENERAL WELFARE ASSISTANCE

Hepburn Block, 3rd Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-325-5255

The General Welfare Assistance (GWA) program provides short-term **financial assistance** to help pay for necessities when a person experiences loss of income. GWA is administered by municipalities and Indian Bands or by the province in unorganized territories. GWA has four kinds of financial assistance based on need. General Assistance provides for ordinary living expenses. Special Assistance provides for extraordinary living expenses, e.g. prescribed **drugs**, **dental** care, **prosthetics** (including eyeglasses, hearing aids), and for **burials**. Supplementary Aid is issued for extraordinary living expenses (as above) to recipi-

ents of Family Benefits, Old Age Security, Spouse's Allowance, Canada Pension Plan, GAINS-A (senior citizens), or GAINS-D (blind and disabled) and vocational rehabilitation. **Incentive Allowances** are paid to those under a work activity project. To apply for General Welfare Assistance, contact municipal welfare offices and Indian Bands. In unorganized territories, contact the area and local offices listed under this Ministry's Regional Organization entry.

INCOME MAINTENANCE PROGRAMS HANDICAPPED CHILDREN'S PROGRAM

COMSOC 37

Hepburn Block, 3rd Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-325-5255

The Handicapped Children's Program has a special allowance for eligible families caring for severely **disabled children** in their own homes. Services are delivered through the area and local offices listed under this Ministry's Regional Organization entry.

INCOME MAINTENANCE PROGRAMS VOCATIONAL REHABILITATION MAINTENANCE ALLOWANCES

COMSOC 38

Hepburn Block, 3rd Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-325-5255

This program is designed to provide **financial assistance** as a monthly income to **disabled persons** enrolled in a training program and receiving services from the **Vocational Rehabilitation** program. Services are delivered through the area and local offices listed under this Ministry's Regional Organization entry.

INCOME MAINTENANCE PROGRAMS SOCIAL ASSISTANCE REVIEW BOARD

COMSOC 39

1075 Bay St., 7th Flr.
Toronto M5S 2B1
416-326-5104
Toll-free 1-800-387-5655

The Board holds province-wide hearings of appeals by individuals regarding decisions on General **Welfare Assistance**, **Vocational Rehabilitation Services**, **Family Benefits** (financial allowances for single mothers, the blind and disabled, permanently unemployable people, foster children, severely handicapped children), and co-payment (exemption from payment for chronic care services provided under the **Health Insurance Act**).

CHILD CARE BRANCH

COMSOC 40

2 Bloor St. W., 30th Flr.
Toronto M7A 1E9
416-327-4865

This branch is responsible for policy development and program design to facilitate child care service delivery at the area office level.

Child Care Program: The area offices supervise and issue **licences** to nursery schools, **child care** centres and private home day care agencies. The current legislative authority is the **Day Nurseries Act**. Information and consultation on program development, staffing, legis-

lation and special child care programs (e.g., for native peoples, handicapped, etc.) are offered to community groups. The Ministry provides **financial assistance** (operational start-up capital assistance) to **municipalities, Indian Bands**, approved corporations and other non-profit incorporated groups to establish non-profit day nurseries and also provides direct operating (program subsidies) to improve child care, staff salaries and benefits. Municipalities, Indian Bands and approved corporations can also receive Ministry funding to provide fee subsidies for eligible families in need of financial assistance to cover child care costs. Services are delivered through the area offices listed under this Ministry's Regional Organization entry.

COMMUNITY SERVICES BRANCH

COMSOC 41

Hepburn Block, 4th Flr.

80 Grosvenor St.

Toronto M7A 1E9

416-327-4950

The branch develops policy and programs for adults and families, such as Hostel Programs, Halfway Houses, Alcohol and Drug Recovery Homes, Counselling Services (including credit counselling), Family Violence Initiatives, Community Neighbourhood Support Services Program (CNSSP) and Employment Services for Social Assistance recipients.

In addition, the branch develops policies for community-based and institutional services for persons with disabilities.

A variety of residential and support services are provided to children and adults with developmental disabilities including group homes, sheltered workshops, supported independent living and case management for support services. (See following Employment Services Section).

All branch policies and initiatives are developed in a manner sensitive to the needs of native, racial and ethno-specific groups. In addition, specific initiatives are developed to provide culturally sensitive services and improved access.

The **Municipal Hostel Program** is provided by municipalities under the General Welfare Assistance Act. **Municipalities** may purchase or provide room and board on an emergency, domiciliary and transient basis for needs tested persons or families. For further information, contact Municipal Social Service offices or the area and local offices listed under the Ministry's Regional Organization entry.

Halfway House Programs fall under the Charitable Institutions Act, and provide residential and **counselling** services for alcoholics, ex-offenders and other socially disadvantaged persons. Services are administered through the area and local offices listed under the Ministry's Regional Organization entry.

Core funding is available to informal, locally based support services, through the **Community and Neighbourhood Support Services Program** to strengthen communities through community development activities and provide services such as parent education, self-help, outreach, referral, information provision and case management. Service funds, cost-shared to individual service area funding arrangements, are also available under the CNSSP.

Counselling Services may be provided or purchased by municipalities from family counselling agencies for persons in need, as defined under the General Welfare Assistance Act. For such services, contact Municipal Social Service offices. The Ministry also purchases counselling services from agencies and community organizations under the Ministry of

Community and Social Services Act. These services are administered through the area and local offices listed under the Ministry's Regional Organization entry.

Family Violence Initiatives for women who are victims of **domestic violence** and their **families** include Transition Houses, Family Resource Centres, Safe Homes, Crisis Telephone Lines, Emergency Transportation, and Non-Residential Counselling Services. Services are administered through area and local offices listed under the Ministry's Regional Organization entry, as well as, municipalities.

Employment Services Programs, consist of a series of **employment** initiatives assisting recipients of social assistance and persons with disabilities to become economically independent. Programs for social assistance recipients include municipal employment programs such as **Employment Support Initiatives (ESI)**, **Youth Employment Preparation (YEP)**, the **Municipal Band Employment Program** and **Municipal Job Developer (MJD)**. Early Intervention programs include **Community Youth Supports (CYS)**, **Preparation for Independence (PFI)**, and **FUTURES-Residential Component** for age transitional youth 15-21 years. Work experience programs such as the **Social Service Employment Program (SSEP)** and summer and part-time **Student Employment Experience programs** are also available. For further information on these programs, contact the Employment Liaison Officer through the Ministry's area offices. Programs for persons with disabilities include the Vocational Rehabilitation Service and Supported Employment Programs. Information on these programs can be obtained from either Employment Liaison offices or local Vocational Rehabilitation Service offices.

Work Activity Projects are offered under the General Welfare Assistance Act. They provide life skills and employment preparation for long-term social assistance recipients. The program exists in a limited number of Municipal Social Service Departments. For information, contact local Municipal Social Services offices.

Alcohol and Drug Recovery Homes are residential rehabilitation programs located in either halfway houses (Charitable Institutions Act) or municipal hostels, providing a supportive environment, enabling participants to maintain sobriety and to re-integrate into the community.

FINANCE AND ADMINISTRATION DIVISION

FINANCE AND ADMINISTRATION DIVISION

COMSOC 42

Hepburn Block, 6th Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

416-325-5595

Fax 416-325-5432

Corporate financial, human resource, audit, Freedom of Information, Employment Equity and administrative support is provided to senior management groups by this division.

The division has five branches: Financial Planning and Corporate Analysis; Capital and Administrative Services; Financial Services; Human Resources; Comprehensive Audit and Review.

HUMAN RESOURCES BRANCH

COMSOC 43

2 Bloor St. W., 23rd Flr.

Toronto M4W 3H8

416-327-4755

Fax 416-327-0561

This branch provides services to the Ministry staff regarding personnel classification, compensation and staffing policies; investigation of employee grievances, occupational health and safety, human resources planning, performance management placement, **employment equity** and training and development. The branch works in an advisory capacity with human resource program delivery staff and line managers who concentrate on personnel matters within their regions. It also coordinates the Ministry's **youth employment** program, and liaises with the Human Resources Secretariat, Management Board of Cabinet and the Ontario Public Service Employees Union (OPSEU).

The **Library** and Learning Resources Unit (965-2300) is a part of the branch which provides access to reference services, Ministry publications, career planning information, training and development opportunities, management information resources, statutes regulations and manuals for all Ministry employees.

FINANCIAL PLANNING AND CORPORATE ANALYSIS BRANCH

COMSOC 44

Hepburn Block, 4th Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

416-325-5104

Fax 416-325-5125

This branch analyses and evaluates the financial and resource implications of the Ministry programs, coordinates estimates preparation, multi-year financial planning, and provides financial management services to the Ministry branches and regions.

CAPITAL AND ADMINISTRATIVE SERVICES BRANCH

COMSOC 45

2 Bloor St. W., 30th Flr.

Toronto M4W 3H8

416-327-4585

Fax 416-327-0550

The branch offers municipalities, Indian Band Councils and non-profit or charitable organizations technical expertise and consultative services to establish facilities for **rehabilitation**, residential, and community and social services under various Acts administered by the Ministry.

The Architectural Resources Unit provides planning and design guidelines to assist the design community, agencies, municipalities and Indian Band Councils with professional assistance for the full spectrum of programs supported by the Ministry. The Financial Section (965-9160) controls and processes **federal-provincial** transfer payments for establishing and renovating these facilities, and maintains **statistics** on them.

The branch also supplies the Ministry with policy direction and administrative services, including purchasing of goods and services, supply management, printing and duplicating, mail, transportation, assets management and development and maintenance of manuals. In liaison with the Ministry of Government Services, the branch coordinates common ser-

vices such as telephones, acquisition and design of office accommodation, and purchasing of commonly used supplies.

The branch is responsible for coordinating the **Freedom of Information and Protection of Privacy Program (FIPPA)** within the Ministry.

FINANCIAL SERVICES BRANCH

COMSOC 46

880 Bay St., 6th Flr.
Toronto M7A 2B6
416-326-8000

The Financial Services Branch provides a wide range of financial management, accounting, information, advisory systems, and cost sharing services/activities for the Ministry. The branch has specific responsibility for the processing of all financial transactions including expenditure payments, payroll, revenue, financial reporting and the administration of Federal Provincial Cost Sharing Programs.

COMPREHENSIVE AUDIT AND REVIEW BRANCH

COMSOC 47

2195 Yonge St., 3rd Flr.
Toronto M7A 1G2
416-965-5214
Fax 416-324-7292

This branch examines programs and services that are directly operated by the Ministry or funded through transfer payments. It provides fundings and advice on the quality of the controllership function in the Ministry and compliance with Ministry and government directions.

The branch determines if funds and public property are being adequately safeguarded and provides management with relevant information. It ascertains whether legislative, central agency, and Ministry directions are followed with due regard for economy and efficiency of operations, and examines the appropriateness of evaluation procedures. It also determines if Ministry information systems are developed, implemented and maintained according to government and Ministry standards. The branch is also responsible for the verification of cost sharing claims with the federal government.

INFORMATION SYSTEMS AND APPLIED TECHNOLOGY DIVISION

INFORMATION SYSTEMS AND APPLIED TECHNOLOGY DIVISION

COMSOC 48

5140 Yonge St., 12th Flr.
Toronto M2N 6L7
416-730-6600
Fax 416-730-6654

The division is responsible for putting a modern, integrated and workable technology environment in place, across the Ministry, by developing Ministry-wide systems and data bases, and implementing office automation, computing power and networks appropriate to the Ministry's structure. The development of technology and application to Ministry clients, and new technological approaches to program design, planning and delivery are also explored. The division consists of three branches: Strategic Systems Development, Technology Support, Program Technology, and a Finance and Administrative Unit.

STRATEGIC SYSTEMS DEVELOPMENT BRANCH**COMSOC 49**

5140 Yonge St., 12th Flr.

Toronto M2N 6L7

416-730-6600

Fax 416-730-6654

The branch is responsible for the creation of an integrated information systems environment across the Ministry; development of all new Ministry systems and data bases; information resource management, including records management; and development of an automation strategy for transfer payment agencies.

The branch is also responsible for the development of an integrated systems environment in support of Long-Term Care redirection in concert with the Ministry of Health System Division.

TECHNOLOGY SUPPORT BRANCH**COMSOC 50**

5140 Yonge St., 12th Flr.

Toronto M2N 6L7

416-730-6600

Fax 416-730-6654

The implementation of strategic systems, end-user computing, systems maintenance, user services and support, network operations, centralized production support, the Comprehensive Income Maintenance System project; introduction of office automation hardware and software, user training, technical architecture planning and support fall under this branch.

PROGRAM TECHNOLOGY BRANCH**COMSOC 51**

5140 Yonge St., 12th Flr.

Toronto M2N 6L7

416-730-6470

Fax 416-730-6654

Through education, consultation and display activities, the branch stimulates the use of designs and products which support the independence of people with special needs.

ACTS**ACTS****COMSOC 52**

The Ministry of Community and Social Services is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact this Ministry's legal services or communications branch.

Charitable Institutions Act

R.S.O. 1980, Chapter 64

Child and Family Services Act, 1984

S.O. 1984, Chapter 55

Child Welfare Municipal Payments Continuance Act, 1976

S.O. 1976, Chapter 58 (not part of 1980 consolidation)

Child Welfare Validation of Adoption Orders Act, 1980

S.O. 1980, Chapter 58 (not part of 1980 consolidation)

Day Nurseries Act

R.S.O. 1980, Chapter 111

Developmental Services Act

R.S.O. 1980, Chapter 118
District Welfare Administration Boards Act
R.S.O. 1980, Chapter 122
Elderly Persons Centres Act
R.S.O. 1980, Chapter 131
Family Benefits Act
R.S.O. 1980, Chapter 151
General Welfare Assistance Act
R.S.O. 1980, Chapter 188
Homemakers and Nurses Services Act
R.S.O. 1980, Chapter 200
Homes for Retarded Persons Act
R.S.O. 1980, Chapter 201
Homes for the Aged and Rest Homes Act
R.S.O. 1980, Chapter 203
Indian Welfare Services Act
R.S.O. 1980, Chapter 214
Jewish Family and Child Service of Metropolitan Toronto Act
S.O. 1980, Chapter 105
Ministry of Community and Social Services Act
R.S.O. 1980, Chapter 273
Soldiers' Aid Commission Act
R.S.O. 1960, Chapter 377 (not part of 1980 consolidation)
Soldiers' Aid Commission Amendment Act, 1970
S.O. 1970, Chapter 83 (not part of 1980 consolidation)
Vocational Rehabilitation Services Act
R.S.O. 1980, Chapter 525
Young Offenders Implementation Act, 1984
S.O. 1984, Chapter 19

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

555 Yonge St.

Toronto M7A 2H6

Established on November 24, 1966, the Ministry of Consumer and Commercial Relations was originally called the Department of Financial and Commercial Affairs. It consisted of three divisions, Consumer Protection, Superintendent of Insurance, and the Ontario Securities Commission, and administered 13 acts previously assigned to the Attorney General and Ministry of Justice. In 1972, the Department underwent extensive reorganization and acquired its present name. In 1986, the Ministry was divided into the separate ministries of Financial Institutions and Consumer and Commercial Relations.

Consumer and Commercial Relations now consists of five divisions, as well as numerous branches, boards and commissions and administers 55 different acts. The Ministry's programs, which affect business and consumers include: licensing, registration and inspection of business establishments to promote a high level of ethical business conduct; licensing and inspection of technical and operational situations to ensure public safety; registration of documents related to all aspects of real and personal property ownership; maintenance of community standards in films shown in Ontario; and control of the use and availability of beverage alcohol.

DEPUTY MINISTER'S OFFICE

LEGAL SERVICES

CCR 1

555 Yonge St., 5th Flr.

Toronto M7A 2H6

416-326-8588

Legal Services counsels the Ministry on the interpretation of statutes and regulations, and the preparation and review of proposed legislation, regulations and other legal documents. The office also performs general legal services for the Ministry, such as rendering opinions, settling claims, and attending court hearings, administrative tribunals, etc.. Legal services are supplied by the Ministry of the Attorney General.

POLICY AND PLANNING BRANCH

CCR 2

555 Yonge St., 8th Flr.

Toronto M7A 2H6

416-326-8860

The Policy and Planning Branch provides an advisory support function to the Minister, Deputy Minister, Ministry Policy Committee and senior management in the areas of policy development, strategic planning, research and policy analysis.

CORPORATE SERVICES DIVISION

CORPORATE SERVICES DIVISION

CCR 3

10 Wellesley St. E., 6th Flr.

Toronto M7A 2H8

416-326-8460

Fax 416-326-8461

The division coordinates the functions of four branches to provide corporate and administrative management services for the Ministries of Consumer and Commercial Relations and Financial Institutions. The division also administers implementation of, and compliance with, the Freedom of Information and Protection of Privacy Act and the French Lan-

guage Services Act within the two ministries, and functions as a liaison between the Ministry of Consumer and Commercial Relations and its agencies.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY OFFICE

CCR 4

10 Wellesley St. E., 6th Flr.

Toronto M7A 2H8

416-326-8463

Fax 416-326-8461

The Freedom of Information and Protection of Privacy (FOI) Coordinator responds to requests for information made by the public under the Freedom of Information Act; monitors implementation within the Ministry of the government's policy on the protection of individual privacy (with respect to personal information); and provides information to the public through the **FOI Reading Room** at 555 Yonge Street.

This office is also responsible for the Freedom of Information and Protection of Privacy function for the Ministry of Financial Institutions.

FRENCH LANGUAGE SERVICES

CCR 5

10 Wellesley St. E., 6th Flr.

Toronto M7A 2H8

416-326-8462

Fax 416-632-8461

The French Language Services Coordinator ensures the effective delivery and maintenance of French language services in all aspects of Ministry programs, in accordance with the French Language Services Act; keeps the Ministry's senior management informed and advises it on all subjects related to French language services and guides the Ministry in better serving its francophone clients.

COMMUNICATIONS SERVICES BRANCH

CCR 6

555 Yonge St.

Toronto M7A 2H6

In Toronto, call:

416-326-8525 News and Info Section

416-326-8555 Consumer Info Centre

416-326-8566 TTY(Visual Ear)

Toll-free 1-800-268-1142

Area Code 807, collect 416-326-8555

This branch establishes communications policy for the Ministry, advises other branches on related problems, and provides communications support to the Minister and the Deputy Minister. The branch is comprised of the News and Information Section and the Consumer Information Centre.

The News and Information Section informs the public, client groups and the media about the Ministry's activities; develops all communications programs for the Ministry; and produces and distributes publications, audio-visual materials, and news releases.

The **Consumer Information Centre** offers a bilingual information service to the general public. Deaf or hearing handicapped and speech handicapped persons using the Visual Ear or teletype (TTY) network service can also contact the Centre. Its **library** (326-8561) provides **consumer** and **business** resource materials, previewing of materials by mail for consumer educators, and consumer education services for professionals working in the field.

The **Ministry reading room** allows public access to Ministry publications, statutes, manuals and internal procedures. The Consumer Education Outreach Section (326-8556) provides consultations, workshops and instructional materials to educators and community leaders on marketplace education.

FINANCE AND ADMINISTRATIVE
SERVICES BRANCH
FINANCE SECTION
10 Wellesley St. E., 4th Flr.
Toronto M7A 2J3
416-326-8900

CCR 7

The Finance Section provides all programs of the Ministry of Consumer and Commercial Relations with planning, management and accounting services, such as payroll reconciliation, accounts payable, financial reporting, estimates submission, budget variance analysis and results management reporting. It also provides the Ministry of Financial Institutions with accounting, payroll, accounts payable and financial reporting services. It processes all revenue received by both ministries and develops policies and procedures for financial forecasting, control and management performance reporting systems. The section also serves as a liaison with central agencies such as the Management Board of Cabinet and the Ministry of Treasury and Economics.

FINANCE AND ADMINISTRATIVE
SERVICES BRANCH
ADMINISTRATIVE SERVICES SECTION
10 Wellesley St. E., 6th Flr.
Toronto M7A 2H8
416-326-8752

CCR 8

The Administrative Services Section coordinates purchasing, printing, mail, duplicating, fleet management, facilities management, building security, assets and waste management services for the Ministry of Consumer and Commercial Relations and the Ministry of Financial Institutions. It also coordinates the distribution of corporate directives and guidelines and is responsible for policy administration, including management of ID cards for employees. Liaison with central agencies, the Ministry of Government Services and the Ministry of Transportation is an integral part of its responsibilities.

INTERNAL AUDIT AND OPERATIONAL
REVIEW BRANCH
101 Bloor St. W., 3rd Flr.
Toronto M7A 2H8
416-963-0434

CCR 9

Internal Audit and Operational Review Branch assists all levels of management in the Ministry of Consumer and Commercial Relations and the Ministry of Financial Institutions in achieving program objectives by: providing assurance that control processes are satisfactory; furnishing timely recommendations for improving the economy and efficiency of operational and systems (information technology) activities; and assessing the adequacy of established criteria to measure program effectiveness. The branch evaluates the adequacy of financial, operational, and management controls designed to ensure that physical, human, and information assets of the ministries are safeguarded against loss or misuse. This office ascertains the extent of compliance with established Ministry and government policies and guidelines.

HUMAN RESOURCES BRANCH

CCR 10

10 Wellesley St. E., 7th Flr.
Toronto M7A 2J6
416-326-8890

The Human Resources Branch works mainly in an advisory capacity with line managers whose primary task is personnel matters within their units. The branch is responsible to the Ministry of Consumer and Commercial Relations and the Ministry of Financial Institutions for personnel policies and procedures; staff training and development; Pre-Retirement Seminars and human resources planning; research into personnel-related issues and programs; coordination of the **Employment Equity Program**; establishment of employee classification and compensation levels; staff recruitment; employee counselling; occupational health and safety; investigation of employee grievances, and all matters affecting working conditions and performance. Personnel, payroll, attendance and employee benefit records are maintained for the ministries. The branch also liaises with the Human Resources Secretariat, Civil Service Commission, Management Board of Cabinet, and Ontario Public Service Employees Union (OPSEU).

INFORMATION TECHNOLOGY DIVISION**INFORMATION TECHNOLOGY DIVISION**

CCR 11

320 Front St. W.
Toronto M7A 2H6
416-326-9400
Fax 416-326-9404

The Information Technology Division is responsible for the effective planning and implementation of information technology; consulting services relating to computing, data processing, general office automation and other information technologies in the Ministry. This office develops and maintains information systems. The division liaises with Management Board of Cabinet, the Ministry of Government Services' Computer and Telecommunication Services Division, and private sector suppliers.

Information Technology Planning Branch develops corporate information technology plans, policies, standards and guidelines. It develops corporate information management policies; provides support for corporate database design; provides information resource management services; reviews Ministry programs for potential productivity improvements through the application of new technologies; and conducts major tenders for corporate information technology requirements.

The Information System Services Branch manages application development, implementation and systems maintenance for the Ministry. The End-User Services Section provides support in hardware and program selection. Installation and technology training are provided as ongoing support to Ministry staff.

Network Operations Section provides system support and management of the minicomputer network, overall coordination of the voice and data telecommunications network, and the Ministry's strategic plan. The section reviews and evaluates potential uses of new technology as it relates to the Level II network.

BUSINESS PRACTICES DIVISION**BUSINESS REGULATION BRANCH
CENTRAL REGISTRATION SECTION**

CCR 12

555 Yonge St., 4th Flr.
Toronto M7A 2H6
416-326-8800
Fax 416-326-8810

The Central Registration Section maintains a central file of **businesses** and persons registered under the following Acts: **Consumer Protection** (registration and bonding of itinerant sellers), **Consumer Reporting** (credit reporting and personal investigation agencies), **Collection Agencies**, **Motor Vehicle Dealers**, **Real Estate and Business Brokers**, **Travel Industry**.

The section also answers inquiries on whether a business is registered under these Acts. For questions related to new applications, renewals and revisions, call the above number.

**BUSINESS REGULATION BRANCH
MOTOR VEHICLE DEALERS ACT**

CCR 13

555 Yonge St., 3rd Flr.
Toronto M7A 2H6
416-326-8670
Fax 416-326-8810

The Registrar's office administers the Motor Vehicle Dealers Act for the control and supervision of dealers and salespersons of new and used **motor vehicles**. The Ministry's Central Registration Section performs the **registration** function for dealers and salespersons and maintains a central file. (For registrants, new applications, renewals and revisions, call 326-8800). Complaints concerning the purchase and sale of motor vehicles are handled by the Consumer Services Bureaus (listed under this Ministry's Consumer Services Branch entry).

The **Motor Vehicle Dealers Compensation Fund** is also administered through this office. All **claims** and enquiries should be directed to the above address.

**BUSINESS REGULATION BRANCH
REAL ESTATE AND BUSINESS BROKERS ACT
CONDOMINIUM ACT**

CCR 14

555 Yonge St., 3rd Flr.
Toronto M7A 2H6
416-326-8679
Fax 416-326-8810

The Real Estate and Business Brokers Act protects Ontario consumers through **registration** of **real estate** and business **brokers** and salespersons. Registration records are maintained by the Ministry's Central Registration Section (registrants, new applications, renewals and revisions, call 326-8800). Before foreign land can be sold in Ontario, sellers must provide prospective buyers with an accurate description of the **real property** and terms of sale. Inspectors check the description for accuracy. Complaints regarding real estate and business brokers are handled by the Consumer Services Bureaus (listed under this Ministry's Consumer Services Branch entry).

The Condominium Act sets out the requirements for registration of condominium units of all types in Ontario and allows for the orderly operation of the corporation following regis-

tration. The structure of the corporation is established through the Declaration and By-laws under the Act. The office provides information only and has a booklet available for distribution free of charge.

BUSINESS REGULATION BRANCH

CCR 15

TRAVEL INDUSTRY ACT

555 Yonge St., 3rd Flr.

Toronto M7A 2H6

416-326-8741

Fax 416-326-8810

To protect the financial interests of Ontario travellers, and ensure ethical conduct and good **travel** service, the Travel Industry Act requires the **registration** of travel agents and wholesalers. The Ministry's Central Registration Section performs the registration function and maintains a central file (registrants, new applications, renewals and revisions, call 326-8800). Consumer complaints are handled by the Consumer Services Bureaus (see list under this Ministry's Consumer Services Branch entry).

The Ontario **Travel Industry Compensation Fund** is administered by an independent Board of Trustees. All **claims** and inquiries should be directed to 1200 Bay St., Ste. 1100, Toronto M2R 2A5 (975-0818).

BUSINESS REGULATION BRANCH

CCR 16

BAILIFFS, COLLECTION AGENCIES, CONSUMER PROTECTION, CONSUMER REPORTING, DEBT COLLECTORS, DISCRIMINATORY BUSINESS PRACTICES, PAPERBACK AND PERIODICAL DISTRIBUTORS ACTS

555 Yonge St., 4th Flr.

Toronto M7A 2H6

416-326-8729 (Collections et al)

416-326-8725 (Consumer Protection Act)

Fax 416-326-8810

This office administers the Bailiffs, Collection Agencies, Consumer Protection, Consumer Reporting, Debt Collectors, Discriminatory Business Practices, and Paperback and Periodical Distributors Acts. The Registrar ensures the protection of Ontario **consumers** through control and supervision of **bailiffs**, **collection agencies**, consumer reporting agencies (**credit** and personal information investigation), direct sellers and distributors of paperback **books** and **periodicals**. This office arranges appointments under the Bailiffs Act, and registration under the Paperback and Periodical Distributors Act. The Ministry's Central Registration Section accepts the applications of businesses under the other Acts (Central File: 326-8800). Consumer complaints relating to all these Acts, (except for bailiffs which are handled by district sheriffs), should be directed to the Consumer Services Bureau (see list under this Ministry's Consumer Services Branch entry).

BUSINESS REGULATION BRANCH
 CEMETERIES REGULATION SECTION
 555 Yonge St., 5th Flr.
 Toronto M7A 2H6
 416-326-8392
 Fax 416-326-8406

CCR 17

The Cemeteries Regulation Section administers the **Cemeteries Act**, which regulates operation of all **cemeteries**, **crematoria**, **mausolea**, **columbaria** and burial grounds. The section also answers inquiries and investigates **consumer complaints** about cemeteries and **burials**, and advises cemetery owners. For information, contact this office.

CONSUMER SERVICES BRANCH
 555 Yonge St., 2nd Flr.
 Toronto M7A 2H6
 416-326-8600 (Consumer Services Bureau)
 416-326-8606 (Investigation & Compliance)

CCR 18

The Consumer Services Branch processes consumer complaints, investigates alleged infractions, and inspects registrants under all Acts dealing with consumer protection. Officers are available to speak to consumer and business groups on consumer protection matters. The branch is divided into three sections: **Consumer Services Bureaus**, **Investigation**, and **Compliance** (inspections).

Consumer Services Bureaus across Ontario answer **consumer** inquiries and attempt to mediate **complaints** arising from the purchase of goods or services (e.g., consumer rights regarding **contracts**), borrowing money, and deceptive or unfair **business** practices. Eight bureaus handle complaints under these Acts: **Bailiffs** (private bailiffs); **Business Practices** (which specifies practices considered to be deceptive, unfair or unconscionable, and provides the consumer with redress procedure); **Collection Agencies**; **Consumer Protection** (e.g., finance charges on **credit** purchases and **loans**) and door-to-door sales (**itinerant sellers**); **Consumer Reporting** (credit reporting and personal investigation agencies); **Discriminatory Business Practices** (e.g., **discrimination** in the business community on the basis of race, creed, colour, nationality, ancestry, place of origin, sex or geographical location); **Motor Vehicle Dealers**, (e.g., purchase of **motor vehicles**), **Motor Vehicle Repair** (e.g., repairs to Motor Vehicle); **Paperback and Periodical Distributors** (wholesalers of paperback books and **periodicals**); **Prepaid Services** (e.g., memberships in fitness, health clubs, diet or modelling agencies); **Real Estate and Business Brokers**; **Travel Industry** (travel agents and wholesalers). The bureaus across the province are listed below.

119 King St. W., 5th Flr.
 P. O. Box 2112
Hamilton L8N 3Z9
 416-521-7554
 Fax 416-521-7511

10 Rideau St., 2nd Flr.
Ottawa K1N 9J1
 613-787-4048
 Fax 613-787-4050

80 Dundas St. E., Main Flr.
 Box 5600, Terminal "A"
London N6A 2P3
 519-675-7605
 Fax 519-675-7634

139 George St. N., Ste. 4
Peterborough K9J 3G6
 705-745-1785
 Fax 705-745-2179

199 Larch St., 2nd Flr.
Sudbury P3E 5P3
 705-675-4378
 Fax 705-673-7237

555 Yonge St., 2nd Flr.
Toronto M7A 2H6
 416-326-8600
 Fax 416-326-8665

435 James St. S., 1st Flr.
 P. O. Box 5000
Thunder Bay P7C 5G6
 807-475-1641
 Fax 807-475-0423

250 Windsor Ave., 6th Flr.
Windsor N9A 6V9
 519-973-1484
 Fax 519-258-7710

ENTERTAINMENT STANDARDS BRANCH
 THEATRES SECTION
 1075 Millwood Rd.
 Toronto M4G 1X6
 416-421-2462

CCR 19

The Theatres Section, which administers the amended Theatres Act, is responsible for the **safety** of film theatre-goers in Ontario; the approval for public exhibition and distribution of all 35mm, 16mm, and 8mm film and **videotape**; and the approval of all printed **advertising** related to the public exhibition of film.

To achieve these ends, the section issues **licences** to **theatres** exhibiting standard film in the province and licenses **projectionists**, **film** distributors, **film exchanges**, **video retailers** and distributors, and projection equipment (including videotape machines) that are operated for public exhibition.

The section also provides administration services for the **Ontario Film Review Board**. Present criteria for approval and classification of films and videos are based on guidelines prescribed by the **Theatres Act**, as amended.

Information packages, including the section's history and Ontario Film Review Board procedures and guidelines, may be obtained from this Ministry's Consumer Information Centre, 555 Yonge St., Main Floor, Toronto (326-8555). The monthly screening report on films and the monthly report on eliminations requested in films and videos are also on file at the Centre.

ENTERTAINMENT STANDARDS BRANCH
 LOTTERIES SECTION
 10 Wellesley St. E., 5th Flr.
 Toronto M7A 2H8
 416-326-8700

CCR 20

The Lotteries Section supervises, controls and issues **licences** to all **lottery**, **bingo**, **raffle**, and **games of chance** operators in Ontario covered under the **Criminal Code of Canada**. Copies of the regulations are available on request. The section does not have jurisdiction over the activities of the Ontario Lottery Corporation (see entry under Ministry of Tourism and Recreation).

ENTERTAINMENT STANDARDS BRANCH
ATHLETICS COMMISSIONER
1075 Millwood Rd.
Toronto M4G 1X6
416-963-3473

CCR 21

The Athletics Commissioner administers the **Athletics Control Act**, and is responsible for the proper conduct of all professional combative sports in Ontario. The Commissioner maintains liaison with **community centres** and **arenas**, and issues **licences** to professional **boxers**, **kickboxers** and **wrestlers** and all officials involved in these sports.

ONTARIO NEW HOME WARRANTY PROGRAM
North York City Centre
5160 Yonge St., 6th Flr., Northeast Tower
North York M2N 6L9
416-229-9200
Toll-free 1-800-668-0124

CCR 22

The Ontario New Home Warranty Program (ONHWP) is the independent, non-profit corporation mandated by the Government of Ontario to administer the **Ontario New Home Warranties Plan Act**. The Act requires that all **builders** or vendors of new **homes** register with the Program and enrol each new home they offer for sale. Deposits paid to builders are protected to a maximum of \$20,000, and buyers get several different forms or coverage on a new home, to a maximum value of \$100,000. Warranty coverage includes a one-year builder's warranty against original defects of infractions of the Ontario Building Code, a two-year builder's warranty against foundation cracks that leak water to the basement from outside the building, and a seven-year warranty against major structural defects. Problems arising during the builder's warranty period should be brought to the builder's attention by the buyer. If the builder does not correct the problems during the warranty period, the program will help to resolve the dispute. The Program has regional offices throughout the province. It **publishes** two quarterly newsletters, The Link for registered builders and The Official Source for building officials. It also publishes a quarterly technical newsletter for builders called Building Smart, and a series of brochures explaining warranty rights and obligations aimed at lawyers, mortgage lenders, builders, real estate agents and the home buying public. The Program publishes an annual Home Buyer's Guide to After Sales Service, which lists all registered builders and rates many of them according to the quality of their after sales customer service. For details, please contact the Warranty Program.

TECHNICAL STANDARDS DIVISION

TECHNICAL STANDARDS DIVISION
3300 Bloor St. W., 4th Flr.
Etobicoke M8X 2X4
416-234-6090
Fax 416-963-2018

CCR 23

The Technical Standards Division sets design **standards** for certain kinds of equipment and machinery which may affect public **safety**, and carries out inspections to ensure that safety standards are met. Programs of this division are described in separate entries.

A divisional reference **library** (234-6098) provides access to some of the Ministry's publications, regulations, standards, manuals and internal procedures.

PRESSURE VESSELS SAFETY BRANCH

CCR 24

3300 Bloor St. W., 3rd Flr., West Tower
 Etobicoke M8X 2X4
 416-234-6000

The branch strives to minimize the loss of life and property arising from the operation of **boilers** and **pressure vessels** and pressure piping systems. Under the **Boilers and Pressure Vessels Act** and the **Operating Engineers Act**, the branch ensures **safety** by reviewing and registering boiler and pressure vessel, pressure fitting and pressure piping systems, **engineering designs** and **welding** procedures, and performing inspections during fabrication and installation, and periodically thereafter if the vessel is uninsured. Other responsibilities include inspecting major repairs to all boilers and pressure vessels; qualifying and issuing **licences to welders**; **registering** and classifying **steam**, **refrigeration** and **compression** plants; issuing licences to their operators and **operating engineers**, and investigating related **accidents**. For administering the inspection and welder testing segments of the program, the province is divided into four regions, listed below.

119 King St. W., 5th Flr.
Hamilton L8N 3Z9
 416-521-7560
 (Southwestern Ontario)

30 Duke St. W., 4th Flr.
Kitchener N2H 3W5
 519-749-1816
 (Northwestern Ontario)

3300 Bloor St. W., 3rd Flr.
 West Tower
Etobicoke M8X 2X4
 416-234-6000
 (East Toronto, West Toronto,
 Eastern Ontario & Northern Ontario)

ELEVATING DEVICES BRANCH

CCR 25

3300 Bloor St. W., 3rd Flr., West Tower
 Etobicoke M8X 2X4
 416-234-6060

The Elevating Devices Branch administers the **Elevating Devices Act** which applies with the exception of those devices covered under the Mining Act, to **elevators**, **escalators**, **dumbwaiters**, **moving walks**, **manlifts**, **platform lifts**, **ski lifts**, lifts for the **disabled** and **construction hoists**, and the **Amusement Devices Act** which covers **go-karts**, amusement rides and **water slides**. Elevating and amusement devices are inspected and **licenced**. Inspection is a requirement in both Acts and all devices are inspected before initial licensing to ensure compliance with adopted **safety standards** and the registered design or dossier submitted. The operation of non-conforming or unsafe devices must be suspended. In the case of elevating devices, **contractors** installing, maintaining and repairing these devices must be **registered** with the branch and monitored. For amusement devices, licensees (business owners) are licenced and subsequently monitored. Individual devices must have a **permit** renewed annually.

The branch initiates and issues safety rulings, maintains a data bank of technical and statistical information, and participates in the development of safety codes through the **Canadian Standards Association** and international standards-making organizations. Field inspection operations are managed from the main Toronto office. Inspectors are located at head office and various district field offices throughout the province, as listed below. The engineering and field management staff combine expertise to investigate **accidents**, incidents and **consumer complaints** and undertake complex technical investigations to resolve problems.

The branch also reviews and registers all **designs** for regulated equipment, prior to installation and licensing to ensure compliance with technical/safety codes and standards.

Etobicoke (Head Office)
416-234-6060

Ottawa
613-787-4046

Hamilton
416-521-7558

Sudbury
705-675-4381

Kingston
613-389-7443

Thunder Bay
807-343-7228

Kitchener
519-749-1613

Windsor
519-973-1484

London
519-675-7629

FUELS SAFETY BRANCH
3300 Bloor St. W., 4th Flr., West Tower
Etobicoke M8X 2X4
416-234-6030

CCR 26

The Fuels Safety Branch, which enforces the **Ontario Energy Act** and the **Gasoline Handling Act** and their regulations, strives to prevent loss of life, bodily injury and property damage by controlling potential safety hazards in the transportation, transmission, distribution, storage and utilization of **fuels** such as **natural gas, oil, propane, and gasoline**. The branch issues **licences** to gasoline **service stations**, propane facilities and companies which distribute natural gas and oil; **registers contracting** companies which do work covered under the Energy Act or the Gasoline Handling Act; issues **certificates** to natural gas and propane fitters and handlers and oil-burner mechanics; and audits all of these operations on a spot-check basis.

The branch also examines and approves site plans prior to the construction of certain licensed facilities, such as, gasoline self-service stations and propane facilities.

Etobicoke
416-234-6030
Fax 416-234-6037

Peterborough
705-742-1562
Fax 705-742-8249

Hamilton
416-521-7559
Fax 416-521-7511

Thunder Bay
807-343-7224
Fax 807-343-7227

London
519-675-7605
Fax 519-675-7634

UPHOLSTERED AND STUFFED ARTICLES BRANCH

CCR 27

3300 Bloor St. W., 4th Flr.
Etobicoke M8X 2X4
416-234-6088
Fax 416-963-2018

The branch administers the **Upholstered and Stuffed Articles Act** and ensures **safety** by **registering** renovators and manufacturers and inspecting premises of registrants and retailers of **upholstered and stuffed articles**. Responsibilities include investigating **consumer complaints** about stuffed furniture, mattresses, pillows, clothing materials, toys, etc., and testing filling materials for compliance with the regulations. Field offices listed below carry out the same inspection and complaint investigation functions as the head office, and pick up samples of filling materials for submission to head office for testing. There are two branch field offices, listed below.

Mr. Tom MacRae
80 Dundas St., Main Flr.
P. O. Box 5600, Terminal "A"
London N6A 2P3
519-675-7627
Fax 519-675-7634
(Western)

Mr. J.J. Richard
1140B Clyde Ave.
Ottawa K2C 1Y2
613-226-2537
(Eastern)

PUBLIC ENTERTAINMENT STANDARDS PROGRAM

ONTARIO RACING COMMISSION

CCR 28

180 Dundas St. W., 14th Flr.
Toronto M5G 1Z8
416-963-0520
Fax 416-324-3478

The Ontario Racing Commission (ORC) administers the **Racing Commission Act**, which involves supervision and control of thoroughbred, standardbred and quarter horse racing in Ontario. The ORC **licences** all racetrack operators and racing participants. Licences may be obtained by contacting the ORC office at any operating Ontario racetrack. The commission holds **public hearings** on all applications for race dates, as well as appeals of rulings issued by commission judges and stewards officiating at the races. It also administers the **Race Tracks Tax Sharing Arrangement**, a program that provides purse supplements to the racing industry for both thoroughbred and standardbred horses; breeding incentive programs (the **Ontario Sires Stakes**); and **funds for equine research**. The ORC can provide the dates on which tracks are operating, offer **information** on licensing requirements and deal with any inquiries on horse racing.

REGISTRATION DIVISION

REGISTRATION DIVISION

CCR 29

393 University Ave., 4th Flr.
Toronto M7A 2H6
416-596-3600

This division provides for the registration of interests in real property and personal property, and is responsible for the operation of all Land Registry Offices in the province. It administers the Marriage Act, the Change of Name Act, and the collection and custody of

records under the Vital Statistics Act. Through its Companies Branch, it provides for the incorporation, dissolution and revival of companies, and registration of partnerships and proprietorships.

REAL PROPERTY REGISTRATION BRANCH

CCR 30

393 University Ave., 4th Flr.
Toronto M7A 2H6
416-596-3696

The Real Property Registration Branch is responsible for the management and operation of the 65 Land Registry Offices throughout Ontario. The offices register, store and preserve documents, **deeds, mortgages** and plans of survey **registration** relating to the ownership and encumbrance of real property under both the Land Titles system and the Registry system. All registered and deposited records are available to the public (for a fee) to search title or obtain information relating to the ownership of **real property**.

The branch monitors the quality of plans of survey through its **Surveys, Mapping and Title Examination Office** by both direct pre-registration examination and post-registration audit and review. The office examines applications for first registration, **condominium** plans, **Boundaries Act** plans and applications under the Certification of Titles Act. The processing of applications for first registration under the Land Titles Act and the Certification of Titles Acts has been regionalized and is being done at each of the Regional Offices listed below and at the Ottawa Land Registry Office.

The branch is responsible for the implementation of system improvements referred to as **POLARIS** (Province of Ontario Land Registration and Information System). Long-term improvements include the automation of the land records index and property title information, and the production of computer-generated property **maps**.

Fifty of the 65 Land Registry Offices provide registration and enquiry services related to the **Personal Property Security Registration System (PPSR)**. **Liens** against personal property (boats, cars) may be registered or prospective buyers may determine whether personal property is free of encumbrances. Fourteen of the Land Registry Offices provide local incorporation services under the Business Corporations Act. The following is a list of five regional offices and 65 **Land Registry Offices** indicating the services provided: Registry (REG), **Land Titles** (LT), Personal Property Security Registration (PPSR), and **Company incorporation** (CO).

REGIONAL OFFICES

Toronto Regional Offices
393 University Ave., 3rd Flr.
Toronto M7A 2H6
416-596-3764
Fax 416-596-2457

Northern Regional Office
128 Larch St., Ste. 501
Sudbury P3E 5J8
705-675-4111
Fax 705-675-2352

Central East Region
393 University Ave., 4th Flr.
Toronto M7A 2H6
416-595-3673
Fax 416-596-3802

Central West Region
200 Frederick St., 3rd Flr.
Kitchener N2H 6W9
519-576-8635

Southwestern Regional Office
205 York St., 2nd Flr.
London N6A 1B4
519-675-7767
Fax 519-675-7771

Eastern Regional Office
1055 Princess St., Ste. 202
Kingston K7L 5T3
613-545-4460
Fax 613-545-4466

REGISTRY OFFICES

REG
63 Kenyon St. W.
P. O. Box 668
Alexandria K0C 1A0
613-525-1315
(Glengarry)

REG
125 Brougham St.
P. O. Box 1180
Almonte K0A 1A0
613-256-1577
(Lanark North)

REG
248 George St.
P. O. Box 389
Arthur N0G 1A0
519-848-2300
519-848-2930 Paging Service
(Wellington North)

REG, LT, PPSR, CO
Court House
114 Worsley St.
Barrie L4M 1M1
705-734-2722 Ext. 60
705-737-3600 Paging Service
(Simcoe)

REG, LT, PPSR
280 Pinnacle St.
P. O. Box 1540
Belleville K8N 5J2
613-968-4597 REG, LT
613-968-8261 PPSR
613-968-5382/8611 Paging Service
(Hastings)

REG, LT
108 Liberty St. N.
P. O. Box 178
Bowmanville L1C 3K9
416-623-5386
416-623-3751/2426 Paging Service
(Newcastle)

REG, LT, PPSR
15 Dominion St.
P. O. Box 720
Bracebridge P0B 1C0
705-645-4415
705-645-8773 Paging Service
(Muskoka)

REG, LT, PPSR
7765 Hurontario St.
P. O. Box 1200
Brampton L6V 2L8
416-457-5350 REG, LT
416-453-1272 PPSR
(Peel)

REG, PPSR
Court House
80 Wellington St.
Brantford N3T 2L9
519-752-8321 REG
519-752-5571 PPSR
519-753-8664/8665 Paging Service
(Brant)

REG, PPSR
7 King St. W.
Brockville K6V 3P7
613-345-5751/53/56
(Leeds)

REG, PPSR
99 Main St., 2nd Flr.
Cambridge N1R 1W1
519-653-5778
519-653-2348 Paging Service
(Waterloo South)

REG, PPSR
 10 Echo St.
 P. O. Box 310
Cayuga N0A 1E0
 416-772-3531
 416-772-3532 Paging Service
 (Haldimand)

REG, PPSR
 40 William St. N.
Chatham N7M 5L8
 519-352-5520
 (Kent)

REG, PPSR
 1005 William St., Ste. 105
 P. O. Box 668
Cobourg K9A 5J4
 416-372-3813
 416-372-7471 Paging Service
 (Northumberland West)

REG, LT, PPSR
 Court House
 149 4th Ave.
 P. O. Box 580
Cochrane P0L 1C0
 705-272-5791
 (Cochrane)

REG
 51 King St.
 P. O. Box 339
Colborne K0K 1S0
 416-355-2338
 416-355-3603 Paging Service
 (Northumberland East)

REG, PPSR
 127 Sydney St.
 P. O. Box 1268
Cornwall K6H 5V3
 613-932-4522
 613-932-7046 Paging Service
 (Stormont)

REG
 192 Lambton St. E.
 P. O. Box 10
Durham N0G 1R0
 519-369-2011
 (Grey South)

REG, LT, PPSR
 353 Church St.
 P. O. Box 398
Fort Frances P9A 3M7
 807-274-5451
 (Rainy River)

REG, LT
 178 McKellar St.
 P. O. Box 9
Glencoe N0L 1M0
 519-287-2234
 (Middlesex West)

REG, PPSR
 38 North St.
 P. O. Box 216
Goderich M7H 3Z2
 519-524-9562
 519-524-9651 Title Searchers
 (Huron)

REG, LT, PPSR
 Phipps St.
 P. O. Box 265
Gore Bay P0P 1H0
 705-282-2442
 (Manitoulin)

REG, PPSR
 P. O. Box 905
 21 Douglas St.
Guelph N1H 6M6
 519-822-0251
 519-767-9191/9444
 (Wellington South)

REG, LT, PPSR
 375 Main St.
 P. O. Box 159
Haileybury P0J 1K0
 705-672-3332
 705-672-2344 Paging Service
 (Timiskaming)

REG, LT, PPSR, CO
 Ontario Government Bldg.
 119 King St. W.
 P. O. Box 2112
Hamilton L8N 3Z9
 416-521-7561
 416-525-4571 Paging Service
 (Wentworth)

REG, LT, PPSR
 220 Main St. S.
 P. O. Box 1350
Kenora P9N 3X7
 807-468-2794
 (Kenora)

REG, PPSR, CO
 Court St.
Kingston K7L 2N4
 613-548-6767
 613-542-1783 Paging Service
 (Frontenac)

REG, PPSR, CO
 200 Frederick St., 3rd Flr.
Kitchener N2H 6N9
 519-576-1330 REG
 519-576-2370 PPSR. CO
 519-576-6600 Paging Service
 (Waterloo North)

REG, PPSR
 Provincial Court Bldg.
 440 Kent St. W.
 Box 4000
Lindsay K9V 4S5
 705-324-4912
 705-324-5061 Paging Service
 (Victoria)

REG, LT, PPSR, CO
 80 Dundas St.
 P. O. Box 5600
London N6A 2P3
 519-675-7600 REG, LT
 519-675-7612 PPSR, CO
 519-679-7190 Paging Service
 Fax 519-675-7633
 (Middlesex East)

REG, LT, PPSR
 Queen & Court Sts.
 P. O. Box 302
L'Orignal K0B 1K0
 613-675-4648
 613-675-2626 Paging Service
 (Prescott)

REG, LT, PPSR
 491 Steeles Ave. E.
Milton L9T 1Y7
 416-878-7287/8/9 REG, LT
 416-878-1882 PPSR
 416-878-8159/8150 Paging Service
 (Halton)

REG
 Newcastle St.
 P. O. Box 270
Minden K0M 2K0
 705-286-1391
 705-286-1702 Paging Service
 (Haliburton)

REG
 5th St.
 P. O. Box 645
Morrisburg K0C 1X0
 613-543-2583
 (Dundas)

REG, PPSR
 87 Thomas St. E.
Napanee K7R 1L1
 613-354-3751
 (Lennox)

REG, LT, PPSR
 50 Eagle St. W.
Newmarket L3Y 6B1
 416-895-1561
 416-895-9801 Paging Service
 (York Region)

REG, LT, PPSR
 360 Plouffe St.
North Bay P1B 9L5
 705-474-2270
 (Nipissing)

REG, PPSR
10 Louisa St.
Orangeville L9W 3P9
519-941-1481
519-941-1703 Freelancers
(Dufferin)

REG, LT, PPSR, CO
590 Russland Rd. E.
Whitby L1N 9G5
416-430-3452
Fax 416-666-9806
(Durham)

REG, LT, PPSR
Court House
161 Elgin St., 4th Flr.
Ottawa K2P 2K1
613-239-1319 REG, PPSR, CO
613-239-1230 LT
613-239-1288/1289 Paging Service
613-239-1290/1291 Paging Service
613-239-1248/1249 Paging Service
(Ottawa-Carleton)

REG, PPSR
Court House
595 9th Ave. E.
Owen Sound N4K 3E3
519-376-1637
519-376-1647 Paging Service
(Grey North)

REG, LT, PPSR
28 Miller St.
P. O. Box 276
Parry Sound P2A 1T1
705-746-5816
705-746-7643 Paging Service
(Parry Sound)

REG, PPSR
400 Pembroke St. E.
P. O. Box 760
Pembroke K8A 6X1
613-732-8331
613-732-8620 Paging Service
(Renfrew)

REG, PPSR
10 Sunset Blvd.
P. O. Box 278
Perth K7H 3E4
613-267-1144
(Lanark South)

REG, LT, PPSR, CO
Court House
470 Water St.
P. O. Box 958
Peterborough K9J 7A5
705-745-0583 Ext. 44
705-745-0585/0586 Paging Service
(Peterborough)

REG, PPSR
1 Pitt St.
P. O. Box 1310
Picton K0K 2T0
613-476-3219
613-476-6616 Paging Service
(Prince Edward)

REG, LT
17 Mill St. N.
P. O. Box 122
Port Hope L1A 3W3
416-885-5616
416-885-8732 Title Searchers
(Port Hope)

REG
499 Centre St.
P. O. Box 1660
Prescott K0E 1T0
613-925-3177
(Grenville)

REG, LT
469 Concession St.
P. O. Box 10
Russell K0A 3B0
613-445-2138
613-445-2126 Paging Service
(Russell)

REG, PPSR, CO
Court House
700 N. Christina St.
Sarnia N7T 7N5
519-337-2393
(Lambton)

REG, LT, PPSR, CO
420 Queen St. E.
P. O. Box 550
Sault Ste. Marie P6A 5M8
705-253-8887
705-253-9151/5511 Paging Service
(Algoma)

REG, LT, PPSR
Court House
Hwy. 3 W.
P. O. Box 9
Simcoe N3Y 4K8
519-426-2216
519-426-9482 Paging Services
(Haldimand-Norfolk)

REG, LT, PPSR
59 Church St.
P. O. Box 126
St. Catharines L2R 6R4
416-684-6351
416-684-2377 Paging Service
(Niagara North)

REG, PPSR
York St. W.
P. O. Box 902
Stratford N5A 6T1
519-271-3343
519-271-6772 Paging Service
(Perth)

REG, LT, PPSR
Wellington St.
P. O. Box 4
St. Thomas N5P 3T5
519-631-3015 REG, LT
519-633-4471 PPSR
519-631-1014/8363 Paging Service
(Elgin, Kent (Lake Erie))

REG, LT, PPSR, CO
199 Larch St., 3rd Flr.
Sudbury P3E 5P9
705-675-4300 REG, LT
705-675-4306 PPSR, CO
(Sudbury)

REG, LT, PPSR, CO
29 Royston Court
Postal Station "P"
Thunder Bay P7A 4Y7
807-343-7905
807-345-0553 Paging Service
(Thunder Bay)

REG
20 Dundas St. W., Ste. 321
Box 108
Toronto M5G 2C2
416-314-4400
416-314-4454 Paging Service
(Toronto Boroughs)

LT
20 Dundas St. W., Ste. 420
Box 117
Toronto M5G 2C2
416-314-4430
416-314-4424/4425 Paging Service
416-314-4426/4427 Paging Service
416-314-4428/4429 Paging Service
(Metropolitan Toronto)

PPSR
393 University Ave., 3rd Flr.
Toronto M7A 2H6
416-596-3766
Fax 16-596-3838
(Toronto)

REG, LT, PPSR
203 Cayley St.
P. O. Box 1690
Walkerton N0G 2V0
519-881-2259
(Bruce)

REG, LT, PPSR, CO
200 Division St.
P. O. Box 730
Welland L3B 5R5
416-735-4011/13
416-732-6704/1545/2795 Paging Service
(Niagara South)

REG, LT, PPSR, CO
250 Windsor Ave., 3rd Flr.
Windsor N9A 6V9
519-971-9980 REG, LT
519-971-9976 PPSR
519-256-4995/6/7/8 Paging Service
(Essex)

REG, LT, PPSR
75 Graham St.
P. O. Box 246
Woodstock N4S 7W8
519-537-6286/7
519-537-3115 Paging Service
(Oxford)

LEGAL SERVICES BRANCH
393 University Ave., 4th Flr.
Toronto M7A 2H6
416-596-3621

CCR 31

The Legal Services Branch provides legal support to the Personal Property Security Registration Branch, the Real Property Registration Branch and the Office of the Registrar General. It also responds to enquiries concerning the interpretation of the **Boundaries Act**, **Certification of Titles Act**, **Condominium Act**, **Land Registration Reform Act**, 1984, **Land Titles Act**, and the **Registry Act**.

**PERSONAL PROPERTY SECURITY
REGISTRATION BRANCH**
393 University Ave., 3rd Flr.
Toronto M7A 2H6
416-596-3766

CCR 32

The branch manages the **Personal Property Security Registration System (PPSR)**, and administers the **Personal Property Security Act (PPSA)**, and the **Repair and Storage Liens Act (RSLA)**.

The PPSR System provides a **registration** function whereby a person who **loans** money and takes personal property (e.g., a **motor vehicle**) as collateral for the loan can register notice of the **security agreement** through the registration of a **financing statement**. In addition, repairers and storers of goods who have returned the goods to the owners before being paid can register notice of their non-possessory **liens** through the registration of a claim for lien. A registration can be submitted by mail to the Central Registration Branch or in person to any one of the 50 PPSR branch offices listed under this Ministry's Real Property Registration Branch entry. Financing statement/claim for lien forms are available free of charge.

The PPSR System also provides an enquiry service so that the people can determine, when buying **personal property** or accepting it for security as collateral for a loan, whether a notice of security interest of non-possessory lien has been registered against the property (i.e. whether the owner has previously pledged the property as security or owes for repairs or storage of the property).

The Personal Property Security Registration Branch **publishes** the Personal Security Registration and Enquiry Guide which provides registration and enquiry information, A Consumer's Guide to the Personal Property Security Registration System and A Guide to the Repair and Storage Liens Act. Mailing address for the branch are as follows:

Mailed-in Registrations:

Central Registration Branch
Box 21100, Postal Station "A"
Toronto M5W 1W6

Mailed-in Inquiries:

Personal Property Registration Branch
Box 4120, Postal Station "A"
Toronto M5W 1T2

COMPANIES BRANCH
INFORMATION SERVICES SECTION

CCR 33

393 University Ave., 2nd Flr.
Toronto M7A 2H6
416-593-8880

The Information Services Section deals with searches of **corporations** and certificates of corporation status. Copies of documents (e.g., articles of **incorporation**, annual returns and notices) of corporations in Ontario can be provided. The section also handles **business registration** of general **partnerships**, limited partnerships and sole **proprietorships**; registers corporations that carry on business in Ontario under **name** or style other than the corporate name; registers dissolution or withdrawal of these businesses; and conducts public searches of documents relating to all the above business enterprises.

COMPANIES BRANCH
COMPLIANCE SECTION

CCR 34

393 University Ave., 2nd Flr.
Toronto M7A 2H6
416-596-3760

The Compliance Section has responsibility for encouraging and monitoring accurate and timely reporting of corporate **information** such as: location of registered office; names and addresses of current officers and directors. Access to these records are given to the public, the corporate and legal communities, law enforcement agencies and other government departments.

COMPANIES BRANCH
CORPORATE SERVICES SECTION

CCR 35

393 University Ave., 2nd Flr.
Toronto M7A 2H6
416-596-3757

The Corporate Services Section examines and processes articles of **incorporation**, articles of amendment of business corporations, applications for incorporation of **non-profit corporations** (**churches**, community groups, etc.), and issues letters patent and extra-provincial **licences** to non-Canadian business corporations in Ontario. The section also cancels charters (letters patent, **certificates of incorporation**).

Corporate Services approves corporate **names** for proposed new non-profit corporations. Proposed changes of names by existing non-profit corporations are also processed.

The section also provides information on corporation reporting and filing requirements.

COMPANIES BRANCH
SYSTEMS IMPLEMENTATION SECTION
393 University Ave., 3rd Flr.
Toronto M7A 2H6
416-596-3795

CCR 36

The Systems Implementation Section is responsible for developing and implementing the Ontario Business Information System (ONBIS). ONBIS will automate **business** registration and incorporation in Ontario.

REGISTRAR GENERAL BRANCH
P.O. Box 4600, 189 Red River Rd, 3rd Flr.
Thunder Bay P7B 6L8
807-343-7420
Toll Free 1-800-461-2156

CCR 37

The Registrar General Branch registers and records Ontario **births, deaths, marriages, still-births, parentage and name changes**. The branch also keeps **adoption and divorce records**. **Statistics** relating to births, still-births, marriages, divorces and deaths are compiled annually and published under the title "Ontario Vital Statistics". Wallet and file size certificates as well as certified photocopies of registrations of births, deaths and marriages in Ontario are provided to entitled applicants on payment of appropriate fees. Under the Marriage Act, certificates of **registration** are issued to persons authorized to perform marriages in Ontario.

AGENCIES

For background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some agencies of the Ministry of Consumer and Commercial Relations are listed below. Contact the Communications Services Branch (326-8525) for unlisted agencies.

COMMERCIAL REGISTRATION APPEAL
TRIBUNAL
1 St. Clair Ave. W.
Toronto M4V 1K6
416-965-7798

CCR 38

The Tribunal holds public hearings on **appeals** to review administrative decisions denying, refusing to renew, suspending or revoking **registration** of individuals and **corporations**. It also hears appeals to review government-originated cease and desist orders respecting **advertising**, selling and unfair business practices by **real estate** and **business brokers** and salespersons, **mortgage** brokers, **motor vehicle** dealers and salespersons, **bailiffs**, consumer **credit** reporting agencies, **collection agencies**, **itinerant sellers** (Consumer Protection Act) manufacturers and renovators of **upholstered and stuffed articles**, distributors of **paperback books and periodicals**, **travel agents** and wholesalers. Under the **Discriminatory Business Practices Act**, the Tribunal handles appeals. In addition, it hears claimant and registrant appeals from decisions and proposals of the Corporation administering the **Ontario New Home Warranties Plan Act**, appeals of **credit unions** from orders taking over management of the **Ontario Share and Deposit Insurance Corporation**, claimant appeals from trustees' decisions under the **Travel Industry Act**, and appeals for compensation under the **Travel Industry Act**, **Ontario New Home Warranties Plan Act** and **Motor Vehicle Dealers Compensation Fund** under the **Motor Vehicle Dealers Act**, as well as, decisions made by the Registrars under the **Funeral Directors and Establishments Act** and the **Cemeteries Act**.

LIQUOR CONTROL BOARD OF ONTARIO

CCR 39

55 Lake Shore Blvd. E.
 Toronto M5E 1A4
 416-864-2570

In accordance with the provisions of the Liquor Control Act of Ontario, the Liquor Control Board of Ontario (LCBO) buys wine, spirits and beer from all over the world for distribution to Ontario consumers and licensed establishments.

To provide this service, the LCBO operates five major regional storage and distribution centres which supply more than 600 retail **liquor** stores. Through this vast network, over 3000 products are available to consumers either by direct purchase or special order. As an additional service, customers can obtain products from around the world that are not available in Ontario, through an LCBO private stock order.

The LCBO also operates a number of special outlets known as Vintage stores, which offer consumers a wide variety of premium **wines**, spirits and special releases. Free product advice is provided to customers through experienced wine consultants. Vintage products are available in special sections of many regular LCBO stores. In addition, consumers can order from the full list of vintage items at any LCBO outlet.

For travellers leaving the country, the LCBO operates two duty-free stores at Pearson International Airport and regulates nine land based duty free stores. The LCBO also authorizes the sale of Ontario beer through the **Brewers' Retail stores** and Ontario wine through Ontario winery stores.

In the interest of consumer protection, the LCBO also regularly tests all alcoholic beverages sold in Ontario. This "quality control" testing ensures that all products carried by LCBO stores, Ontario Winery Stores and Brewers outlets comply with the standards required under the Federal Food and Drug Act and Regulations. For more information about LCBO operations call the LCBO Info-Line at 1-800-668-5226 (in Toronto call 365-5900).

LIQUOR LICENCE BOARD OF ONTARIO

CCR 40

55 Lake Shore Blvd. E.
 Toronto M5E 1A4
 416-864-2570
 Fax 416-326-0308

Under the Liquor Licence Act, the Liquor Licence Board of Ontario (LLBO) issues, renews, transfers, suspends and revokes **liquor licences** (including Special Occasion Permits) for on-premise sale and consumption of **alcoholic** beverages. The Board also regulates alcoholic beverage **advertising** and inspects all licensed establishments in Ontario. **Ontario Photo Cards** are available on a voluntary basis to Ontario residents over 19. Application forms may be obtained from liquor stores and **Brewers' Retail** outlets. For information on obtaining Ontario Photo Cards call 326-0462, for advertising call 326-0400, for inspections call 326-0336, for hearings call 326-0363 and for training seminar information call 326-0421.

Liquor Licences: (Toronto Area 326-0456), (Central Ontario 326-0437), (Western Ontario 326-0442), (Eastern Ontario 326-0433), and (Northern Ontario 326-0449).

Special Occasion Permits: (Toronto Area 326-0461), (Central Ontario 326-0439), (Western Ontario 326-0444), (Eastern Ontario 326-0430), and (Northern Ontario 326-0447).

Transfers of Liquor Licence: (Toronto Area 326-0456/7), (Central Ontario 326-0436), (Western Ontario 326-0441), (Eastern Ontario 326-0432), and (Northern Ontario 326-0446).

ACTS

ACTS

CCR 41

The Ministry of Consumer and Commercial Relations is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's legal services or communications branch.

Amusement Devices Act, 1986
Apportionment Act
Assignments and Preferences Act
Athletics Control Act
Bailiffs Act
Boilers and Pressure Vessels Act
Boundaries Act
Bread Sales Act
Business Corporations Act, 1982
Business Information Statute Law Amendment Act, 1989
Business Names Act, 1990
Business Practices Act
Cemeteries Act
Certification of Titles Act
Change of Name Act, 1986
Collection Agencies Act
Condominium Act
Consumer Protection Act
Consumer Protection Bureau Act
Consumer Reporting Act
Corporations Act
Corporations Information Act
Debt Collectors Act
Discriminatory Business Practices Act
Elevating Devices Act
Energy Act
Extra-Provincial Corporations Act, 1984
Factors Act
Funeral Directors and Establishments Act, 1990
Gasoline Handling Act
Land Registration Reform Act, 1984
Land Titles Act
Limited Partnerships Act
Liquor Control Act
Liquor Licence Act
Marriage Act
Ministry of Consumer and Commercial Relations Act
Motor Vehicle Dealers Act
Motor Vehicle Repair Act, 1988
Ontario New Home Warranties Plan Act

Operating Engineers Act
Paperback and Periodical Distributors Act
Partnerships Act
Partnerships Registration Act
Personal Property Security Act
Petroleum Products Price Freeze Act, 1975
(unconsolidated and unrepealed)
Prearranged Funeral Services Act
Prepaid Service Act, 1988
Racing Commission Act
Real Estate and Business Brokers Act
Registry Act
Repair and Storage Liens Act, 1989
Residential Complex Sales Representation Act, 1983
Theatres Act
Travel Industry Act
Upholstered and Stuffed Articles Act
Vital Statistics Act
Wine Content Act

MINISTRY OF CORRECTIONAL SERVICES

200 First Ave. W.

North Bay P1B 9M3

The Ministry of Correctional Services, established by the provincial legislature in 1946 as the Department of Reform Institutions, operated facilities for male and female adult and juvenile (under 18) offenders. In 1968, it became the Department of Correctional Services when the province took over responsibility for all county and city jails and passed the Department of Correctional Services Act (consolidating all but the Training Schools Act). In 1972, the name changed to the Ministry of Correctional Services, and probation services were transferred from the Ministry of the Attorney General. Responsibility for juvenile offenders was assumed by the Ministry of Community and Social Services in 1977.

Correctional Services has jurisdiction over adult male and female persons placed on probation, on remand awaiting trial or sentencing, being held for immigration hearings or deportation, awaiting transfer to federal institutions, sentenced to terms of less than two years and released on parole.

Under the Young Offenders Act, Canada, the Ministry holds responsibility for 16 and 17 year-old offenders, up to their 18th birthday.

The Ministry's main objectives are to provide custody and community supervision as directed by the courts and federal and provincial legislation governing correctional services in Ontario; provide information to assist the courts in determining disposition; create programs to motivate offenders towards positive personal and social adjustment; and develop and provide programs for the prevention of crime.

The Ministry of Correctional Services administers the Ministry of Correctional Services Act, 1980.

DEPUTY MINISTER'S OFFICE

INVESTIGATION AND SECURITY UNIT

CORRECTIONS 1

115 McLaughlin Rd. S.

Brampton L6Y 2C8

416-874-4022

Fax 416-874-4026

This unit investigates major incidents involving Ministry staff or inmates, and reports directly to the Deputy Minister with findings and recommendations. It also provides advice and consultation to Ministry staff on matters of static, dynamic and preventive security.

LEGAL SERVICES BRANCH

CORRECTIONS 2

North Tower, Ste. 400

175 Bloor St. E.

Toronto M4W 3R8

416-326-5045

The Legal Services Branch counsels the Ministry on the interpretation of statutes and regulations, and the preparation and review of proposed legislation, regulations and other legal documents. It supplies general legal services such as preparing litigation, settling claims, providing legal opinions, appearing at court hearings, etc.. The branch is staffed by employees of the Attorney General's Office. A Legal Services office is also located at 200 First Ave., W., North Bay P1B 9M3 (705-494-3086).

**POLICY AND CORPORATE PLANNING
SECRETARIAT****CORRECTIONS 3**

North Tower, 4th Flr.
175 Bloor St. E.
Toronto M4W 3R8
416-326-5041

The Policy and Corporate Planning Secretariat is responsible for the strategic policy, fiscal resources and planning process of the Ministry. Activities include liaising with other areas of government and central agencies; coordinating corporate policy development through consultation and liaison with the Ministry of Correctional Services and other ministries; briefing the Minister and Deputy Minister; and providing for resource planning, budgeting and allocation procedures.

COMMUNICATIONS BRANCH**CORRECTIONS 4**

North Tower, Ste. 400
175 Bloor St. E.
Toronto M4W 3R8
416-326-5000

The Communications Branch provides information to the public, directly and via the news media, about the Ministry's activities; establishes communications policy for the Ministry; and provides advice, consultation and communication support services to the Minister, Deputy Minister and other branches. Branch activities include media liaison, answering public inquiries, and producing and distributing publications, news releases, audio-visual materials, exhibits and photographic displays.

A Communications Coordinator is also located at 200 First Ave., W., North Bay P1B 9M3 (705-494-3083).

For general information on Ministry programs, telephone 705-497-9500.

CORPORATE SERVICES DIVISION**CORPORATE SERVICES DIVISION****CORRECTIONS 5**

200 First Ave. W.
North Bay P1B 9M3
705-497-9500

Corporate Services Division is responsible for the development and implementation of management information systems, Ministry program evaluation, operational review and audit, human resources planning and management, staff training and development, employment equity, French language services, and Freedom of Information. The division also provides support services in the areas of budgeting, accounting, purchasing, facilities design and planning, records management, telecommunications, and plans and coordinates programs within the Ministry and with other provincial and federal government agencies.

OPERATIONAL REVIEW AND AUDIT BRANCH**CORRECTIONS 6**

200 First Ave. W.
North Bay P1B 9M3
705-494-3430

The branch reviews Ministry management and program delivery practices and undertakes financial and administrative audits. It also examines security in Ministry operations.

The branch is comprised of two sections: Operational Review, and Corporate and Special Audits.

HUMAN RESOURCES MANAGEMENT BRANCH**CORRECTIONS 7**

200 First Ave. W.
North Bay P1B 9M3
705-494-3075
Fax 705-494-3070

The Human Resources Management Branch works in an advisory capacity with line managers relating to personnel matters within their units. Services are provided by personnel administrators in the Ministry's head office and at the regional locations listed below. The branch is responsible for the establishment of Ministry personnel policies and procedures, administration of appropriate classification and compensation levels for Ministry employees, coordination of competitions, manpower planning, employee counselling, labour relations matters, occupational health and safety, WCB/attendance and Management and Employee Assistance Programs. The Ministry's personnel and employee benefits records are maintained by the branch. French Language Services for the Ministry is coordinated from this branch. It also serves as a liaison between the Ministry and the Management Board Secretariat, and the Ontario Public Service Employees Union (OPSEU).

The branch operates special employment programs, such as summer **youth employment** for students. It also coordinates the Ministry's employment equity program.

Staff Training and Development (467 Beach Boulevard, Hamilton L8H 6W8 416-548-5000) provides training and development programs for all Ministry staff, and some training for private correctional agencies under contract to the Ministry. This includes basic training for correctional, probation and parole officers, in addition to a wide range of professional development and management training programs. The branch has produced a variety of training materials and guide books which are available to training personnel from other ministries.

Human Resources Management Field Offices*Regional Personnel
Administrator (R.P.A.)*

Central Region
6711 Mississauga Rd., Ste. 406
Mississauga, L5N 2W3
416-965-3116

*Regional Personnel
Administrator (R.P.A.)
Metro Region*
2 Dunbloor Rd., Ste. 312
Islington M9A 2E4
416-235-4969

Area Personnel

*Administrator (A.P.A.)
Eastern Region*
1055 Princess St., Ste. 404
Kingston K7L 1H3
613-545-4593

*Regional Personnel
Administrator (R.P.A.)
Peterborough Region (Eastern)*
223 Aylmer St. N., Ste. 02
Peterborough K9J 3K3
705-748-4281

*Regional Personnel
Administrator (R.P.A.)
Northern Region*
199 Larch St., 9th Flr.
Sudbury P3E 5P9
705-675-4321

Regional Personnel
Administrator (R.P.A.)
Western Region
 80 Dundas St., 1st Flr.
 Box 5600, Terminal "A"
London N6A 2P3
 519-675-7765

**HUMAN RESOURCES MANAGEMENT BRANCH
 EMPLOYMENT EQUITY PROGRAM**

CORRECTIONS 8

200 First Ave. W.
 North Bay P1B 9M3
 705-494-3067

The Employment Equity Program serves employees of the Ministry, with special emphasis on aboriginals, racial minorities, francophones, persons with disabilities, and women, by providing training and development opportunities to become more qualified for job competitions. Additional functions of this office include monitoring research and development and evaluating strategies and initiatives. Career counselling is provided on an ad hoc basis for employees. Resource information, training seminars, workshops and presentations to interest groups are also available.

**HUMAN RESOURCES MANAGEMENT BRANCH
 FRENCH LANGUAGE SERVICES COORDINATOR**

CORRECTIONS 9

200 First Ave. W.
 North Bay P1B 9M3
 705-494-3061
 Fax 705-494-3070

The **French Language Services** Coordinator advises the Deputy Minister and management on the effective provision of French language services within Ministry programs and activities. The Coordinator also formulates policy proposals and implementation plans to meet the requirements of the French Language Services Act.

This office coordinates French language training and evaluation of ministry staff. It liaises with the Office of Francophone Affairs and francophone associations in order to keep the Ministry informed of Franco-Ontarian community needs.

**MANAGEMENT INFORMATION SYSTEMS
 BRANCH**

CORRECTIONS 10

200 First Ave. W.
 P. O. Box 4100
 North Bay P1B 9M3
 705-494-3231
 Fax 705-494-3259

The branch is responsible for the effective management of all information resources throughout the Ministry. This ensures that timely, relevant, and accurate information is available for operational and decision support when and where it is needed.

Branch activities include the development, maintenance, and operation of computer and paper based information systems, data centre operations, the information centre, local systems support, information resources planning and management, and **records management**.

**FINANCE AND ADMINISTRATIVE
SERVICES BRANCH****CORRECTIONS 11**

200 First Ave. W.
P. O. Box 4100
North Bay P1B 9M3

Within the branch, the General Accounting Section prepares claims under federal/provincial agreements, and provides accounting services for all expenditures including accounts payable (705-494-3120), payroll (705-494-3140) and revenue (705-494-3110).

The General Services Section (705-494-3170) provides mail, messenger, and duplicating services; stationery and printed forms for the Ministry; fleet management; recycling program; stock in stores and fixed assets.

The Purchasing Section (705-494-3160) provides the Ministry with purchasing of goods and services.

The Budget Section (705-494-3105) produces financial reports for cost centres and senior management summarizing the Ministry's financial position.

The Financial Policies and Procedures Section (705-494-3101) develops operating policies, procedures and standards for Ministry financial systems.

PLANNING AND EVALUATION BRANCH**CORRECTIONS 12**

200 First Ave. W.
P. O. Box 4100
North Bay P1B 9M3
705-494-3400

The Planning and Evaluation Branch supports Ministry decision making by planning and coordinating program evaluation and research, and maintaining, analyzing and disseminating corporate statistics. Particular emphasis has been placed on these activities as they pertain to the offender clientele who are female, native, francophone, disabled or a visible minority.

The **Freedom of Information** and Privacy Office of this branch responds to requests for access to records submitted to the Ministry and the Ontario Board of Parole under the Freedom of Information and Protection of Privacy Act, 1987, and liaises with the Office of the Information and Privacy Commissioner.

OPERATIONS DIVISION**OPERATIONS DIVISION****CORRECTIONS 13**

200 First Ave. W.
North Bay P1B 9M3
705-494-3002
Fax 705-494-3009/10

The Operations Division has two branches, the Offender Programming Branch and the Youth and Community Corrections Branch, which provide management, professional and consultative services to both institutional and community correctional programs. As part of its commitment to community corrections, the Operations Division contracts with private community agencies to provide resource centres for selected **adult offenders** and open custody for **young offenders**.

Ministry operations include administration of Ontario's 51 correctional institutions, 18 young offender secure detention and secure custody facilities, and a network of probation

and parole services for both adult and young offenders in 131 locations throughout the province. **Correctional institutions** include jails, detention centres, correctional centres and treatment centres for adults and young offenders.

Jails and Detention Centres provide short-term, secure custody for persons awaiting trial or sentencing, being held for immigration hearings or deportation, serving relatively short or intermittent sentences, and awaiting transfer to other institutions. Programs are geared to the relatively short-term needs of offenders and focus primarily on basic **educational** upgrading and life skills.

Correctional Centres provide a variety of programs for longer term offenders in minimum, medium or maximum security settings. Specialized programs are available at the **Ontario Correctional Institute** and Vanier Centre for Women (Brampton), the Guelph Assessment and Treatment Unit (**Guelph Correctional Centre**) the Millbrook Correctional Centre, and the Rideau Treatment Centre (Rideau Correctional Centre) in Eastern Ontario, in the areas of assessment, treatment and **research**. The Ministry currently operates two minimum security satellite camps. One provides adult offenders with exposure to farming and forestry, and the other is for young offenders.

Probation and **parole** officers work closely with all courts of criminal jurisdiction in Ontario and with the **Ontario Board of Parole**. Probation and parole staff supply pre-sentence, pre-disposition and progress reports to judges; pre-parole reports to the Ontario Board of Parole; and supervision and assistance to probationers, offenders on parole, and former offenders who need assistance after release from correctional institutions. Staff offer **counselling** and guidance in life skills, alcohol and substance abuse, job search techniques, stress management and interpersonal skills.

The Operations Division is administered by five regional offices located throughout the province. A list of regional offices, institutions and probation and parole offices follows.

METRO REGION

Regional Office
Provincial Bank Bldg.
2 Dunbloor Rd., Ste. 312
Etobicoke M9A 2E4
416-235-4969
Fax 416-231-3240

Institutions

Metropolitan Toronto East
Detention Centre
55 Civic Rd.
Scarborough M1L 2K9
416-750-3513
Fax 416-752-2787
Fax 416-750-3345/4748

Metropolitan Toronto West
Detention Centre
111 Disco Rd.
Box 4950
Rexdale M9W 5L6
416-675-1806
Fax 416-674-7515

Mimico Correctional Centre
130 Horner Ave.
Box 75, Station "N"
Toronto M8V 3S9
416-255-0131

Toronto Jail
550 Gerrard St. E.
Toronto M4M 1X6
416-963-2880
Fax 416-466-6549

Whitby Jail
200 Victoria St. W.
Whitby L1N 6G3
416-668-7791
Fax 416-668-8388

Probation and Parole Offices

920 Yonge St., Ste. 901
Toronto M5R 1A7
416-965-6434
Fax 416-922-3657

3211 Danforth Ave.
Scarborough M1L 1B8
416-327-0480
Fax 416-327-0490

900 Dufferin St., Ste. 207
Dufferin Mall
Toronto M6H 4B1
416-965-5026
Fax 416-965-5815

2265 Keele St., 2nd Flr., Ste. 2
Toronto M6M 3Z7
416-235-4967
Fax 416-245-6409

60 Richmond St. E.
Toronto M5C 1N8
416-365-0539
Fax 416-324-0594

77 River St., Ste. 100
Toronto M5A 3P1
416-965-0420
Fax 416-367-3172

Scarborough West
2131 Lawrence Ave. E., Ste. 200
Scarborough M1R 5G4
416-750-3452
Fax 416-288-0359

4125 Lawrence Ave. E., Ste. 101
Scarborough M1E 2S2
416-750-3344
Fax 416-281-7732

156 Duncan Mill Rd., Unit 7
Don Mills M3B 3N2
416-391-1955
Fax 416-391-1961

5233 Dundas St. W., Ste. 302
Islington M9B 1A6
416-233-1509
Fax 416-234-0794

2065 Finch Ave. W., Ste. 509
Downsview M3N 2V7
416-745-6291
Fax 416-748-2825

1123 Albion Rd., Ste. 206
Rexdale M9V 1A9
416-745-4960
Fax 416-748-2826

**Court Locations/Probation and Parole
Offices**

Old City Hall Court
60 Queen St. W., Rm. 321
Toronto M5H 2M4
416-965-6527
Fax 416-367-3205

361 University Ave., Rm. 7015
County Court House
Toronto M5G 1T3
416-327-5438

444 Yonge St., 2nd Flr.
College Park Court
Toronto M5B 2H4
416-965-3236
Fax 416-971-6956

80 The East Mall
East Mall Court
Toronto M8Z 5X1
416-252-6521
Fax 416-253-7405

1911 Eglinton Ave. E.
Scarborough Court
Scarborough M1L 4P4
416-750-3370
Fax 416-751-5330

1000 Finch Ave. W.
North York Court
Downsview M3J 2V5
416-663-5355
Fax 416-663-9888

132 Church St., 2nd Flr.
Bowmanville L1C 1T5
416-623-1741
(sub-office of Oshawa)

141 Clarence St.
Brampton L6W 3E6
416-457-6887
Fax 416-457-8986

40 King St. W., Ste. 610
Oshawa L1H 1A4
416-571-3774
Fax 416-436-6882

The Pickering Corporate Centre
1305 Pickering Parkway, Ste. 416
Pickering L1V 3P2
416-831-2600
Fax 416-420-5720

169 North St., Ste. 4
Port Perry L9L 1B7
416-985-9794
Fax 416-985-0644

CENTRAL REGION

Regional Office
6711 Mississauga Rd., Ste. 406
Mississauga L5N 2W3
416-965-3116
Fax 416-858-2386

Institutions

Barrie Jail
87 Mulcaster St.
Box 224
Barrie L4M 4T2
705-728-3933
Fax 705-728-8108

Camp Hillsdale
(Satellite Barrie Jail)
R. R. 1
Midland L4R 4K3
705-835-3544

Brantford Jail
105 Market St.
Brantford N3T 6A9
519-752-6578
Fax 519-752-7461

Burtch Correctional Centre
R. R. 1, Mount Pleasant
Box 940
Brantford N3T 5T3
519-484-2421
Fax 519-484-2587

Hamilton-Wentworth Detention Centre
165 Barton St. E.
Hamilton L8L 2W6
416-523-8800
Fax 416-529-0977

Maplehurst Correctional Centre
661 Martin St. (Junc. of 401 & 25)
Box 10
Milton L9T 2Y3
416-878-8141
416-671-0340 Ext. 209 (Toronto)
Fax 416-878-1572

Niagara Detention Centre
Hwy. 58
Box 1050
Thorold L2V 4A6
416-227-6321
Fax 416-227-0032

Ontario Correctional Institute
109 McLaughlin Rd. S.
Box 1888
Brampton L6V 2P1
416-457-7050
Fax 416-452-8606

Sprucedale Youth Centre

660 Ireland Rd.
P. O. Box 606
Simcoe N5Y 4L8
519-426-3561
Fax 519-428-1407

Vanier Centre for Women

205 McLaughlin Rd. S.
Box 1150
Brampton L6V 2M5
416-459-9100
Fax 416-452-8522

Probation and Parole Offices

27 Victoria St. E., Ste. 208
P. O. Box 1329
Alliston L0M 1A0
705-435-4352
Fax 705-435-2276

114 Worsley St.
Barrie L4M 1M1
705-726-6461
Fax 705-726-3844

19 Monck Rd., Ste. 202
Box 1872
Bracebridge P0B 1C0
705-645-8768/9
(sub-office of Orillia)

Brampton Centre
400 Queen St. W., Gr. Flr., Ste. 100
Brampton L6X 1B3
416-450-3744
Fax 416-452-8511

Brampton East
155 Clark Blvd. W., Unit 15
Brampton L6T 4G6
416-450-3722
Fax 416-452-6131

38 Darling Court, Third Level, Ste. 306
Brantford N3T 6A8
519-752-6505
Fax 519-752-8913

920 Brant St., Unit 7
Burlington L7R 4J1
416-637-3457
Fax 416-637-0409

45 Munsee St.
Cayuga N0A 1E0
416-772-3565

150 St. Paul St.
Collingwood L9Y 3P2
705-445-3110
Fax 705-445-9336

232 Guelph St., Ste. 205
P. O. Box 160
Georgetown L7G 4Y5
416-877-2268

Hamilton East
1945 King St. E., Ste. 101
Hamilton L8K 1W2
416-549-9977
Fax 416-545-0255

Hamilton Centre
Ontario Government Bldg.
119 King St. W., Ste. 104
Box 2112
Hamilton L8N 3Z9
416-521-7527
Fax 416-521-2908

Mountain Office
1030 Upper James St.
Hamilton L9C 6X6
416-387-5453
Fax 416-387-5514

36 Chaffey St.
Huntsville P0A 1K0
705-789-4467
(sub-office of Orillia)

Georgina Community Resource Centre
213 Queensway S.
Keswick L4P 2A3
416-478-4140

305 Midland Ave., Gr. Flr.
Midland L4R 3K5
705-526-3715
Fax 705-526-3086

55 Ontario St., 2nd Flr., Ste. 31
Milton Mall
Milton L9T 2M3
416-878-7259
Fax 416-875-1066

Mississauga Centre
470 Hensall Circle, Upper Level
Mississauga L5A 3V4
416-276-2117
Fax 416-897-1070

Mississauga West
424 Hensall Circle, Ste. 105
Mississauga L5A 1X8
416-848-4161
90 Davis Dr., Ste. 203
Newmarket L3Y 7T8
416-898-6511
Fax 416-898-5542

50 Eagle St. W.
Newmarket L3Y 1J3
416-895-5920
Fax 416-853-2510
(sub-office of Thornhill)

4701 St. Clair Ave.
P. O. Box 55
Niagara Falls L2E 6S8
416-356-1507

125 Lakeshore Rd. E., Ste. 305
Oakville L6J 1H3
416-845-8571
Fax 416-845-9516

70 First St., Ste. 202
Orangeville L9W 2E5
519-941-4622
Fax 519-941-5634

19 Front St. N.
Orillia L3V 4R6
705-325-9508
Fax 705-325-2059

55 King St., 5th Flr., Ste. 504
St. Catharines L2R 3H5
416-687-8941
Fax 416-688-2641

548 Queensway W.
P. O. Box 736
Simcoe N3Y 4T2
519-426-4250

8185 Yonge St., Ste. 212
Thornhill L3T 2C6
416-731-3061
Fax 416-764-1255

9 Buger St., 2nd Flr.
Welland L3B 2S6
416-735-1660

WESTERN REGION

Regional Office
80 Dundas St., 1st Flr.
P. O. Box 5600, Terminal "A"
London N6A 2P3
519-675-7757
Fax 519-679-0699

Institutions

Chatham Jail
17 Seventh St.
Chatham N7M 4J9
519-352-0150
Fax 519-351-3578

Dufferin Youth Centre
R. R. 2
Lisle L0M 1M0
705-435-6190
Fax 705-435-2573

Elgin-Middlesex Detention Centre
711 Exeter Rd.
London N6E 1L3
519-686-1922
Fax 519-686-5265

Guelph Correctional Centre
785 York Rd.
Box 3600
Guelph N1H 6P3
519-822-0020
Fax 519-822-3960

Owen Sound Jail
1235 Third Ave. E.
Box 517
Owen Sound N4K 5R1
519-376-0435
Fax 519-376-7927

Sarnia Jail
700 North Christina St.
Sarnia N7V 3C2
519-337-3261
Fax 519-336-6505

Stratford Jail
30 St. Andrew St.
Stratford N5A 1A3
519-271-2180
Fax 519-273-1938

Walkerton Jail
209 Cayley St.
Box 429
Walkerton N0G 2V0
519-881-3442
Fax 519-881-2182

Community Outreach Centre
2 Wellington St.
Wallaceburg N8A 2X8
519-627-3397

Waterloo Detention Centre
182 Hespeler Rd.
Box 307
Cambridge N1R 5V2
519-621-9710
Fax 519-621-0187

Wellington Detention Centre
588 Stone Rd. E.
Box 870
Guelph N1H 6M6
519-837-2400
Fax 519-837-3548

Windsor Jail
378 Brock St.
Box 38
Windsor N9C 3Y6
519-254-2891
Fax 519-258-8310

Bluewater Youth Centre
Hwy. 21 S.
Box 71
Goderich N7A 3Y8
519-524-2107
Fax 519-524-6933

Probation and Parole Offices

Cambridge Place, Unit 21
73 Water St. N.
Cambridge N1R 7L6
519-621-5760
Fax 519-621-0033

26 Fifth St. S., 2nd Flr., Ste. 209
Chatham N7M 4V5
519-352-1243
Fax 519-352-2839

Court House
Goderich N7A 1M2
519-524-2193
Fax 519-524-2423

36 Wyndham St. S.
Guelph N1H 7J5
519-836-2600
Fax 519-836-0183

450 Frederick St., Ste. 302
Kitchener N2H 2P5
519-576-3540
Fax 519-741-1459

617A King St. W.
Kitchener N2G 1C7
519-578-3070
Fax 519-578-9016
(sub-office of Cambridge)

Selkirk House
18 Selkirk Ave.
Leamington N8H 1G3
519-326-9005
Fax 519-326-6357

80 Dundas St., 1st Flr.
Box 5600, Terminal "A"
London N6A 2P3
519-679-7120
Fax 519-679-9352

1730 Dundas St., 2nd Flr.
London N5W 3E2
519-452-3650
Fax 519-451-0707

353 Richmond St.
London N6A 3C2
519-673-4330

1131 Second Ave. E., Ste. 105
P. O. Box 145
Owen Sound N4K 5P1
519-376-2236
Fax 519-376-7937

198 Talbot St.
St. Thomas N5P 1A9
519-631-3430
Fax 519-631-0971

700 North Christina St.
Sarnia N7V 3C2
519-337-2365
Fax 519-332-4616

100 St. Patrick St.
P. O. Box 393
Stratford N5A 6T3
519-271-5220
Fax 519-271-6579

12 Colborne St. S.
P. O. Box 404
Walkerton N0G 2V0
519-881-0760
Fax 519-881-1531

880 Ouellette Ave., 5th Flr.
Windsor N9A 1C7
519-254-3291
Fax 519-973-1425

40 Wellington St. N.
Woodstock N4S 6P3
519-539-8175
Fax 519-539-2928

EASTERN REGION

Regional Office
Ontario Government Bldg.
1055 Princess St., Ste. 404
Kingston K7L 1H3
613-545-4580
Fax 613-545-1698

Institutions

Brockville Jail
Court House Bldg.
Court House Sq.
Box 285
Brockville K6V 5V5
613-342-1456
Fax 613-342-0962

Brookside Youth Centre
390 King St.
Box 159
Coburg K9A 4K6
416-372-5451
Fax 416-372-7788

Cobourg Jail
77 Albert St.
Cobourg K9A 2P9
416-372-2125
Fax 416-372-7795

Cornwall Jail
7 Water St. W.
Box 1418
Cornwall K6H 5V5
613-932-5720
Fax 613-932-9461

Lindsay Jail
50 Victoria Ave. N.
Lindsay K9V 4G3
705-324-3792
Fax 705-328-1656

L'Orignal Jail
1023 Queen St.
Box 345
L'Orignal K0B 1K0
613-675-4644
Fax 613-675-2359

Millbrook Correctional Centre
300 King St. W.
Box 300
Millbrook L0A 1G0
705-932-2624 Ext. 185
Fax 705-932-2962

Ottawa-Carleton Detention Centre
2244 Innes Rd.
Ottawa K1B 4C4
613-824-6080
Fax 613-824-1297

Pembroke Jail
297 Pembroke St. E.
Pembroke K8A 3K2
613-735-0647
Fax 613-735-2741

Perth Jail
62 Beckwith St.
Box 144
Perth K7H 3E3
613-267-4303
Fax 613-267-4083

Peterborough Jail
Sheridan & Brock Sts.
Box 1480
Peterborough K9J 7H7
705-743-7331
Fax 705-749-0814

Quinte Detention Centre
89 Richmond Blvd.
Postal Bag 3060
Napanee K7R 3S1
613-354-9701
Fax 613-354-9114

Rideau Correctional and Treatment Centre
County Rd. 2
Box 100
Burritt's Rapids K0G 1B0
613-269-4771
Fax 613-269-3583

Probation and Parole Offices

1 Valleyview Dr.
Box 1852
Bancroft K0L 1C0
613-332-4040

180 Front St.
Belleville K8N 2Y7
613-968-5737
Fax 613-966-7951

75 Water St. W.
Brockville K6V 3L7
613-345-3061
Fax 613-342-5697

Victoria Hall
55 King St. W.
Cobourg K9A 2M2
416-372-8739

502 Pitt St., Ste. 201
Cornwall K6J 3R5
613-933-6335
Fax 613-938-5052

165 Bay St.
P. O. Box 729B
Embrun K0A 1W0
613-443-2029

692A Main St. E.
Hawkesbury K6A 1B4
613-632-5911
Fax 613-632-1565
(sub-office of Cornwall)

162 Division St.
Kingston K7L 3M6
613-548-6777
Fax 613-545-9287

322 Kent St. W.
P. O. Box 7000
Lindsay K9V 5E5
705-324-5621

Counties Bldg., 2nd Flr.
59 Court St.
Box 309
L'Orignal K0B 1K0
613-675-4630

18 Market Sq.
Napanee K7R 1J3
613-354-2125

2450 Lancaster Rd., Unit 20
Ottawa K1B 5N3
613-523-4985
Fax 613-523-1096

161 Elgin St., Rm. 3211
Ottawa K2P 2K1
613-239-1119
Fax 613-239-1120

1150 Morrison Dr., 1st Flr.
Ottawa K2H 8S9
613-820-9460
Fax 613-820-4909

2244 Innes Rd.
Gloucester K1B 4C4
613-837-6586

100 Pembroke St. E.
Pembroke K8A 8A3
613-735-6809

223 Aylmer St. N., Ste. 2
Peterborough K9J 3K3
705-743-2661/2/3/4
Fax 705-743-0655

333 Main St.
P. O. Box 1410
Picton K0K 2T0
613-476-7917

Champlain St.
Box 149
Plantagenet K0B 1L0
613-673-5113

38 Walton St., Ste. 2
Port Hope L1A 1N1
416-885-4581

251 Raglan St. S.
Renfrew K7V 1R3
613-432-2546
(sub-office of Brockville)

13 Russell St. E.
Smiths Falls K7A 1E7
613-283-5663

80 Division St., Ste. 10
Trenton K8V 5S5
613-392-6549
Fax 613-392-7940

NORTHERN REGION

Regional Office
957 Cambrian Height Dr., 2nd Flr.
Sudbury P3C 5M6
705-675-4321
Fax 705-524-9413

Institutions

Fort Frances Jail
310 Nelson St.
Box 189
Fort Frances P9A 3M6
807-274-7708
Fax 807-274-3304

Haileybury Jail
407 Main St.
Box 578
Haileybury P0J 1K0
705-672-3701
Fax 705-672-3187

Kenora Jail
1430 River St.
Kenora P9N 1K5
807-468-2871
Fax 807-468-2876

Monteith Complex
Junction Hwy. 11 & 577
Box 90
Monteith P0K 1P0
705-232-4092
Fax 705-232-4530

North Bay Jail
2550 Trout Lake Rd.
Box 354
North Bay P1B 7S7
705-472-8115
Fax 705-472-3803

Parry Sound Jail
91-A James St.
Box 166
Parry Sound P2A 2X3
705-746-5631
Fax 705-746-5255

Northern Treatment Centre
800 Great Northern Rd.
P.O. Box 1510
Sault Ste. Marie P6A 6N3
705-946-0995
Fax 705-946-2925

Sault Ste. Marie Jail
145 McNabb St.
Box 340
Sault Ste. Marie P6A 5L8
705-254-6817
Fax 705-942-9773

Cecil Facer Youth Centre
Box 850, Station "B"
Sudbury P3E 4S3
705-522-1250
Fax 705-522-6017

Sudbury Jail
181 Elm St. W.
Sudbury P3C 1T8
705-675-4150
Fax 705-671-2976

Thunder Bay Correctional Centre
Hwy. 61 S.
Box 1900, Station "F"
Thunder Bay P7C 4Y4
807-475-8401
Fax 807-475-9240

Thunder Bay Jail
285 McDougall St.
Box 2806
Thunder Bay P7B 5G3
807-345-7364
Fax 807-345-4595

Probation and Parole Offices

120 Marks St.
P. O. Box 988
Atikokan P0T 1C0
807-597-6212
Fax 807-597-5225

Birch & Lorne Sts.
Federal Bldg.
P. O. Box 419
Chapleau P0M 1K0
705-864-1230
Fax 705-864-2271

District Court House
6th Ave., Ste. 86
P. O. Box 1119
Cochrane P0L 1C0
705-272-4348
Fax 705-278-3010

Ontario Government Bldg., 1st Flr.
Government Rd.
P. O. Box 787
Dryden P8N 2Z4
807-223-3356
Fax 807-223-3361

16 Philip Walk
Elliot Lake P5A 2S6
705-848-7091
Fax 705-848-4670

71 Centre St.
Box 1090
Espanola P0P 1C0
705-869-2882
Fax 705-869-4041

General Delivery
Fort Albany P0L 1H0
705-278-1080
Fax 705-278-1113
(sub-office of Cochrane)

340 Scott St.
Fort Frances P9A 1G9
807-274-7743
Fax 807-274-9442

305 Main St.
P. O. Box 1119
Geraldton P0T 1M0
807-854-1774
Fax 807-854-1623

District Court House
P. O. Box 624
Haileybury P0J 1K0
705-672-3397
Fax 705-672-5498

P. O. Box 2349
Hearst P0L 1N0
705-362-7770
Fax 705-372-1685

311 Ambridge Dr.
P. O. Box 908
Iroquois Falls P0K 1G0
705-232-5111
Fax 705-232-6440

46 Queen St.
P. O. Box 295
Kapuskasing P5N 2Y4
705-335-6116
Fax 705-335-8703

136 Main St. S., 2nd Flr.
Kenora P9N 1S9
807-468-2857
Fax 807-468-2863

6 Tweedsmuir Ave., 3rd Flr.
Kirkland Lake P2N 1H9
705-567-9396
Fax 705-567-6733

1 Arthur St.
P. O. Box 189
Manitowaning P0P 1N0
705-859-3184
Fax 705-859-2051

21 First St.
P. O. Box 487
Moosonee P0L 1Y0
705-336-2270
Fax 705-336-2761

16 Front St.
P. O. Box 759
Nipigon P0T 2J0
807-887-2125
Fax 807-887-2260

581 Fraser St.
North Bay P1B 3X3
705-474-4170
Fax 705-472-8167

72 Church St.
Parry Sound P2A 1Y9
705-746-5809
Fax 705-746-8796

115 Howey St.
P. O. Box 845
Red Lake P0V 2M0
807-727-2846
Fax 807-727-2928

477 Queen St. E.
P. O. Box 115
Sault Ste. Marie P6A 5L2
705-253-1182
Fax 705-945-6793

63 King St.
P. O. Box 251
Sioux Lookout P0V 2T0
807-737-3311/6
Fax 807-737-1636
(sub-office of Fort Francis)

199 Larch St., 4th Flr.
Sudbury P3E 5P9
705-675-4314
Fax 705-671-2978

225 Holditch St.
P. O. Box 338
Sturgeon Falls P0H 2G0
705-753-1282
Fax 705-753-0761

107 Johnson Ave., 2nd Flr.
Thunder Bay P7B 2V9
807-344-5816
Fax 807-345-4749

106 North Cumberland St., 2nd Flr.
Thunder Bay P7A 4M2
807-345-3309
Fax 807-345-2864

1265 East Arthur St., 7th Flr.
Thunder Bay P7E 6E7
807-622-3115
Fax 807-622-2645

101 Mall, Ste. 139
38 Pine St. N.
Timmins P4N 6K6
705-264-5218
Fax 705-264-2656

OFFENDER PROGRAMMING BRANCH

CORRECTIONS 14

200 First Ave. W.
P. O. Box 4100
North Bay P1B 9M3
705-494-3328

The branch coordinates and provides consultation and support services for program development and implementation within **correctional institutions**. Activities are monitored in the following areas: medical, nursing, psychology, psychiatry, psychometry, social work, dentistry, pharmacy, recreation, food services, industries, self sufficiency, energy management, education, volunteers, chaplaincy, library, inmate and young offender classification and transfer, and various other institutional policies, procedures and programs.

Clients include **inmates** of the Ministry's correctional institutions and young persons in secure custody and detention facilities.

The branch's three operational sections, listed under the Operations Division entry are Clinical Services, Program Development and Operational Policy Development.

OFFENDER PROGRAMMING BRANCH

CORRECTIONS 15

CLINICAL SERVICES

200 First Ave. W.
North Bay P1B 9M3
705-494-3329

Clinical Services ensures that all necessary **health** and clinical services are available for persons placed in the care of the Ministry.

The **Psychiatric** Services component provides assessment and treatment of **offenders** who suffer from mental illnesses.

The division's five regional offices are listed under the Operations Division entry.

OFFENDER PROGRAMMING BRANCH
CLINICAL SERVICES
NURSING SERVICES
200 First Ave. W.
North Bay P1B 9M3
705-494-3336

CORRECTIONS 16

This section provides **nursing** service to all **correctional institutions** in conjunction with the attending physician and other health care professionals. Nurses act as the coordinators of the health care delivery system in the institutions.

The division's five regional offices are listed under the Operations Division entry.

OFFENDER PROGRAMMING BRANCH
CLINICAL SERVICES
DENTISTRY SERVICES
200 First Ave. W.
North Bay P1B 9M3
705-494-3334

CORRECTIONS 17

Emergency and essential dental treatment is provided for all **offenders in correctional institutions**.

The division's five regional offices are listed under the Operations Division entry.

OFFENDER PROGRAMMING BRANCH
CLINICAL SERVICES
PHARMACY SERVICES
200 First Ave. W.
North Bay P1B 9M3
705-494-3334

CORRECTIONS 18

Pharmacy Services ensures that **pharmaceutical** products are safely and properly maintained, and available upon prescription to persons in **correctional institutions** under the Ministry's supervision.

The division's five regional offices are listed under the Operations Division entry.

OFFENDER PROGRAMMING BRANCH
CLINICAL SERVICES FOOD SERVICES
200 First Ave. W.
North Bay P1B 9M3
705-494-3331

CORRECTIONS 19

Food Services provides a nutritionally adequate diet for **offenders** in all **correctional institutions**. Special diets for the treatment of illness and for the observance of religious dietary practices are available. Training in food service operation is also offered to inmates.

The division's five regional offices are listed under the Operations Division entry.

OFFENDER PROGRAMMING BRANCH
CLINICAL SERVICES
SOCIAL WORK SERVICES
200 First Ave. W.
North Bay P1B 9M3
705-494-3335

CORRECTIONS 20

This office provides professional coordination and supervision for Social Work Services workers involved in **offender** classification and assessment, crisis intervention, individual and group counselling, discharge planning and case coordination.

OFFENDER PROGRAMMING BRANCH
CLINICAL SERVICES
PSYCHOLOGICAL SERVICES
200 First Ave. W.
North Bay P1B 9M3
705-494-3333

CORRECTIONS 21

Psychological Services are responsible for coordinating and supervising the psychological and psychometric services, institutional and community programs across the province.

OFFENDER PROGRAMMING BRANCH
PROGRAM DEVELOPMENT
VOLUNTEER SERVICES 200 First Ave. W.
North Bay P1B 9M3
705-494-3352

CORRECTIONS 22

Volunteer Services is a resource for the Ministry's volunteer coordinators across the province who recruit, screen, train and supervise **volunteers** involved in both community and institutional correctional programs. Opportunities for volunteer participation exist in all geographic areas of the province.

OFFENDER PROGRAMMING BRANCH
PROGRAM DEVELOPMENT
OFFENDER EDUCATION AND TRAINING UNIT
200 First Ave. W.
North Bay P1B 9M3
705-494-3349

CORRECTIONS 23

Educational programming for **inmates** in **correctional institutions** includes academic, technical, vocational and life skills courses. Basic reading and mathematics are provided and **apprenticeship** and secondary school credits can be earned.

Boards of Education have been engaged to provide programming for **young offenders** aged 16 and 17 years who are the responsibility of the Ministry. The Boards also operate adult basic **education** activities (i.e., literacy and numeracy) in many jail and detention centre sites.

The division's five regional offices and the correctional institutions in each region are listed under the Operations Division entry.

OFFENDER PROGRAMMING BRANCH
PROGRAM DEVELOPMENT
TRILCOR INDUSTRIES UNIT
200 First Ave. W.
North Bay P1B 9M3
705-494-3354

CORRECTIONS 24

Trilcor Industries Unit provides work and on-the-job training for **inmates** in correctional centres. Manufactured products and food products are used in **correctional institutions**, and are also sold to other ministries or governments.

The division's five regional offices are listed under the Operations Division entry.

OFFENDER PROGRAMMING BRANCH
PROGRAM DEVELOPMENT
LIBRARY SERVICES UNIT
200 First Ave. W.
North Bay P1B 9M3
705-494-3394

CORRECTIONS 25

This unit provides **library** services to **inmates** and staff throughout the Ministry. The library operates the Ministry **reading room** which offers public access to Ministry publications, statutes, some manuals and internal procedures used by the Ministry, and a core collection of books dealing with criminology, correctional institutions, law and law enforcement, psychology, sociology and education. The library also houses periodicals and government documents. Reference services are offered to the public. Online searching and interlibrary loan services are available to staff.

The division's five regional offices are listed under the Operations Division entry.

OFFENDER PROGRAMMING BRANCH
OPERATIONAL POLICY SECTION
200 First Ave. W.
P. O. Box 4100
North Bay P1B 9M3
705-494-3366

CORRECTIONS 26

The Operational Policy Section researches, develops and recommends policies and procedures regarding the delivery of institutional programs for adult offenders and provides consultation to the Young Offender Policy and Program Development Section with respect to the formulation of policies for young offenders. It also provides briefing material and tactical responses for the premier, minister and senior ministry officials.

OFFENDER PROGRAMMING BRANCH
OFFENDER CLASSIFICATION AND TRANSFER
185 Judson St., Bldg. "A"
Toronto M8Z 1A5
416-255-1388

CORRECTIONS 27

This section is responsible for standards development and review, institutional procedures, direct service, and advice and consultation relating to offender classification and transfer. The section also coordinates the exchange of **offenders** with other jurisdictions.

**YOUTH AND COMMUNITY CORRECTIONS
BRANCH****CORRECTIONS 28**

200 First Ave. W.
P. O. Box 4100
North Bay P1B 9M3
705-494-3390

The branch coordinates and counsels field personnel on the development and implementation of community corrections programs for **adults** and **young offenders**. This includes the design and development of policies, standards and procedures for the programs.

The office also provides ongoing practical support and response services on corporate issues relating to community corrections. It coordinates the delivery of Native services, multicultural programs and family violence initiatives.

**YOUTH AND COMMUNITY CORRECTIONS
BRANCH
PROBATION AND COMMUNITY SERVICES
SECTION****CORRECTIONS 29**

200 First Ave. W.
P. O. Box 4100
North Bay P1B 9M3
705-494-3390

The Probation and Community Services Section is responsible for the following programs: Probation, Parole, Alternative Measures, **Bail** Verification/Supervision, Community Service Orders (CSO), Drug/Alcohol, Driving While Impaired, Employment, Fine Option, Life Skills, Shoplifting Treatment, Multiculturalism, Anti-Racism, Native Services, Restitution, Victim Offender Reconciliation (VORP) and New Community Corrections Initiatives.

**YOUTH AND COMMUNITY CORRECTIONS
BRANCH
RESIDENTIAL SERVICES SECTION****CORRECTIONS 30**

200 First Ave. W.
P. O. Box 4100
North Bay P1B 9M3
705-494-4100

The Residential Services Section is responsible for the following programs: Community Residential Agreements (CRAs); Community Residential Centres (Adult CRCs); Open Custody Detention Residences (Young Offenders); Family Violence Initiatives; Supportive Community Living; Band and Family Assisted Beds; Residential Standards, Policies and Procedures; Grants; and New Community Residential Initiatives.

YOUTH AND COMMUNITY CORRECTIONS BRANCH

CORRECTIONS 31

YOUNG OFFENDER POLICY AND PROGRAM DEVELOPMENT SECTION

200 First Ave. W.
North Bay P1B 9M3
705-494-4430
Fax 705-494-3389

The Young Offender Policy and Program Development Section develops and implements young offender policy; represents the Ministry of Correctional Services in conjunction with other branches at federal, provincial, and interprovincial young offender forums; provides support pertaining to young offender issues.

AGENCIES

For background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). An agency of the Ministry of Correctional Services is listed below.

ONTARIO BOARD OF PAROLE

CORRECTIONS 32

2195 Yonge St., Ste. 201
Toronto M4S 2B1
416-963-0368

The Ontario Board of **Parole** has jurisdiction over all offenders who are serving sentences of two years less a day in provincial institutions.

The Chair, Ontario Board of Parole, is responsible for the overall administration of the Board. An Executive Vice Chair and five Regional Vice Chairs are responsible to the Chair for all Board decisions and for the total operation of the regions.

*Ontario Board of Parole
Chair's Office*
2195 Yonge St., Ste. 201
Toronto M4S 2B1
416-963-0368
Fax 416-484-1891

*Ontario Parole Board
Eastern Region*
1055 Princess St., Ste. 307
Kingston K7L 1H3
613-545-4470
Fax 613-547-3640

*Ontario Board of Parole
Central Region*
2195 Yonge St., Ste. 204
Toronto M4S 2B1
416-963-0880
Fax 416-484-6522

*Ontario Board of Parole
Western Region*
785 York Rd.
P. O. Box 1716
Guelph N1H 6Z9
519-822-0482
Fax 519-836-5482

*Ontario Board of Parole
West Central Region*
35 Crawford Cres., Block D, Ste. 5
Campbellville L0P 1B0
416-854-2211
Fax 416-854-0682

*Ontario Board of Parole
Northern Region*
128 Larch St., Ste. 502
Sudbury P3E 5J8
705-675-4227
Fax 705-671-2980

ACTS

ACTS CORRECTIONS 33

The Ministry of Correctional Services is responsible for the Act, as amended, listed below.

Ministry of Correctional Services Act

MINISTRY OF CULTURE AND COMMUNICATIONS

77 Bloor St. W.

Toronto M7A 2R9

The Ministry of Culture and Communications was established in 1987 following a reorganization of the former ministries of Citizenship and Culture, and Transportation and Communications.

It encourages individual and community excellence in creative pursuits, research and development, and commercial enterprises. The Ministry provides a wide variety of endeavours to stimulate cultural expression and preservation.

The Ministry assists and supports the arts in all their varied forms with artistic decisions removed from the political process. It allocates funds to the Ontario Arts Council and grants to galleries and art service organizations.

Provincial cultural agencies and institutions receiving Ministry support include the Art Gallery of Ontario, CJRT-FM, the McMichael Canadian Collection, the Ontario Arts Council, the Ontario Film Development Corporation, the Ontario Heritage Foundation, the Ontario Science Centre, the Royal Botanical Gardens, the Royal Ontario Museum, Science North and TVOntario.

To strengthen the development of Canadian culture, the Ministry is developing comprehensive support for cultural industries.

The Ministry supplies financial and technical assistance to sustain heritage enthusiasm in Ontario communities. It also offers staff support for the programs of the Ontario Heritage Foundation, the provincial agency that offers leadership in the preservation and promotion of heritage resources. The Archives of Ontario preserves Ontario's documentary heritage.

The Ministry provides operating and project funds to help public libraries across Ontario extend free access to a variety of knowledge and information resources.

Ministry-funded community information centres provide personal information counselling to expedite access to public and volunteer services at the local level.

The Ministry develops and recommends broadcasting, cable and telecommunications policies to influence federal policy with the Canadian Radio-television and Telecommunications Commission (CRTC). It promotes an efficient and effective communications network, access to telecommunications services at reasonable rates and economic growth in the telecommunications field. It has policy responsibility for the independent telephone systems in Ontario.

A network of 12 field offices assists in the delivery of the Ministry's programs, resources and services across the province.

DEPUTY MINISTER'S OFFICE

CORPORATE POLICY AND PLANNING

MCC 1

77 Bloor St. W., 6th Flr.

Toronto M7A 2R9

416-325-6060

Corporate Policy and Planning provides corporate policy services to all Ministry divisions and supports the development of intraministry and interministry policy. It provides leadership, expertise and advice to the Minister, Deputy Minister and senior management on

government and Ministry priorities and developments. Liaison is maintained with Cabinet Office and key policy staff in other ministries, and briefings are provided to the Minister and Deputy Minister for Cabinet and Cabinet committees.

Corporate Policy and Planning manages the Ministry's corporate strategic and planning processes. Liaison is maintained with other levels of government on strategic planning and environmental scanning issues, and research is undertaken to better understand identified strategic issues.

Corporate Policy and Planning also develops and manages corporate policy and program special projects.

MARKETING AND INFORMATION SERVICES

MCC 2

BRANCH

77 Bloor St. W., 10th Flr.
Toronto M7A 2R9
416-314-7226
Fax 416-314-7257

The Marketing and Information Services Branch provides communications services and information in English and French to the Ministry of Culture and Communications and the Ministry of Citizenship. It establishes the ministries' communications policies and advises branches on communications strategies. The branch also provides consultative and developmental services to senior ministry staff regarding communications planning and production of communications materials. Activities include media liaison; event coordination; answering public inquiries; production and distribution of publications, news releases, speeches and audio-visual materials; special promotions and marketing assistance to the ministries' agencies and client groups. Graphic Services reports to the Marketing and Information Services Branch and is described individually.

MARKETING AND INFORMATION SERVICES

MCC 3

BRANCH

GRAPHIC SERVICES

77 Bloor St. W., 10th Flr.
Toronto M7A 2R9
416-314-7226

Graphic Services assists Ministry program areas in the production of professional publications, display graphics and audio-visual aids for external distribution.

CORPORATE SERVICES DIVISION

CORPORATE SERVICES DIVISION

MCC 4

77 Bloor St. W., 6th Flr.
Toronto M7A 2R9
416-314-7311

Corporate Services Division is responsible for financial, human resources and administrative policies, systems and support services, and Ministry liaison with Management Board of Cabinet, the Ministries of Treasury and Economics, Government Services and the Attorney General. The division comprises the Legal Services Branch, Finance Administration and Systems Branch, Human Resources Branch, French Language Services and the Audit Services Branch.

LEGAL SERVICES BRANCH

MCC 5

77 Bloor St. W., 2nd Flr.

Toronto M7A 2R9

416-314-7025

The branch provides legal services such as advice, opinions and handling of real estate transactions for the Ministry of Culture and Communications, Ministry of Citizenship and their agencies. It counsels the ministries, interprets statutes and regulations, and prepares and reviews proposed legislation, regulations and other legal documents.

**FINANCE, ADMINISTRATION AND SYSTEMS
BRANCH**

MCC 6

77 Bloor St. W., 4th Flr.

Toronto M7A 2R9

416-325-6100

The Finance, Administration and Systems Branch provides the Ministry of Culture and Communications and the Ministry of Citizenship with financial management and accounting services, systems technology planning and development, as well as administrative services.

The Finance Section (325-6138) establishes the ministries' **accounting** and financial policy and liaises with central agencies, other ministries and the Provincial Auditor. It supports program managers in budget preparation and financial analysis. Other responsibilities include the processing of all financial transactions and relevant statistical data.

The Information Technology Section (325-6028) is responsible for information technology strategies, operational planning, network planning and development, system production and operation, and end user and client support.

The Administrative Services (325-6005) provides facilities management, purchasing, supply management, printing, mail, vehicle fleet, assets, forms and records management and **Freedom of Information and Privacy**.

HUMAN RESOURCES BRANCH

MCC 7

77 Bloor St. W., 3rd Flr.

Toronto M7A 2R9

416-325-6078

416-965-9928 (TDD)

Fax 416-963-1132

The Human Resources Branch performs personnel functions for the Ministry of Culture and Communications and the Ministry of Citizenship, working mainly in an advisory capacity with line managers. The branch is responsible for human resource policies and procedures, an **Employment Equity Program**, occupational health and safety, establishment of employee classification and compensation levels, staff recruitment, human resource planning, training and development, employee counselling, investigation of employee grievances and all matters affecting working conditions and performance. The branch also maintains the personnel, payroll and employee benefit records.

AUDIT SERVICES BRANCH

MCC 8

101 Bloor St. W., 4th Flr.

Toronto M7A 2R9

416-965-1675

Fax 416-324-6982

The Audit Services Branch carries out an independent and objective review and evaluation of financial and management systems and controls. This assists the Deputy Ministers and management of the Ministry of Culture and Communications and the Ministry of Citizenship in effectively discharging their responsibilities.

FRENCH LANGUAGE SERVICES

MCC 9

77 Bloor St. W., 10th Flr.

Toronto M7A 2R9

416-314-7255

This office coordinates implementation of the government's French Language Services Act, 1986, within the Ministry of Culture and Communications, the Ministry of Citizenship and their agencies.

It serves as a link between the francophone community and the ministries. The office of the coordinator also advises the ministries on ways to meet the needs of Ontario's francophone population.

CULTURE DIVISION**CULTURAL INDUSTRIES AND AGENCIES
BRANCH**

MCC 10

BOOK PUBLISHING PROGRAM

77 Bloor St. W., 6th Flr.

Toronto M7A 2R9

416-314-7750

Fax 416-314-7460

The Cultural Industries and Agencies Branch is composed of two sections: the Cultural Agencies Section and the Cultural Industries Section.

The Cultural Agencies Section is responsible for fiscal, policy and program liaison with the cultural agencies and institutions.

The Cultural Industries Section is concerned with the development of policies and support programs that will encourage the continued growth and financial stability of Ontario's cultural industries.

The Ontario **Book Publishers Assistance Program** is administered jointly by the **Ontario Development Corporation** and the Cultural Industries and Agencies Branch, and is designed to support the production and sale of Canadian authority **books** and increase the market share of Canadian-owned **publishing** companies.

ARTS BRANCH

MCC 11

77 Bloor St. W., 3rd Flr.

Toronto M7A 2R9

416-314-7650

The Arts Branch develops policies and programs to encourage excellence in the **arts** and wider participation in arts activities; provides operating and Project **Grants** to certain arts

service organizations and national arts training institutions. Programs in support of international and interprovincial cultural activities are described separately. For information, contact the main office.

ARTS BRANCH EXTERNAL CULTURAL ACTIVITIES

MCC 12

77 Bloor St. W., 3rd Flr.
Toronto M7A 2R9
416-314-7650

This office offers programs and services for international and interprovincial cultural activities. The External Cultural Activities program provides **grants** to cultural organizations involved in international **cultural exchanges**. Criteria for assessment include **artistic** excellence, geographic region involved, venues, public accessibility and financial stability of the project. The level of funding will be determined on a competitive, jarred basis. A variety of projects between Ontario and Quebec are funded by the cultural exchange program of the **Ontario-Quebec Commission for Cooperation**. Per diem support is also available to foreign journalists and programmers visiting Ontario to view Ontario's cultural programming and resources. This office also serves as Ontario's link with the province's cultural representatives in London, Paris and New York.

HERITAGE BRANCH 77 Bloor St. W., 2nd Flr. Toronto M7A 2R9

MCC 13

The Heritage Branch is comprised of three sections which are described individually: Heritage Programs (314-7123); Financial Services and Policy Development (325-5000); and Heritage Administration (325-5000). For information, contact the sections or regional offices listed under Field Services, Ministry of Culture and Communications.

HERITAGE BRANCH HERITAGE PROGRAMS SECTION

MCC 14

77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-314-7123
Fax 416-314-7175

The Heritage Programs Section endeavours to increase public participation in the development of Ontario's heritage resources. It administers the **Ontario Heritage Foundation (OHF)**, **grants** and initiatives, provides financial assistance and consultative services to provincial heritage organizations and assists with local/regional historical projects, museum development, **architectural conservation**, **archaeological** research and natural **heritage** preservation. The section is comprised of five units.

The Community Museums and Heritage Organizations Unit (314-7156) provides financial support and professional advice to community historical groups and **museums**. It also offers an artifact **conservation** service for museum collections; liaises with the federal government regarding granting/assistance programs for the museum community; and provides professional advice to individuals, special interest groups and educators on museological matters.

The Historical Resources Unit (314-7123) provides financial support and professional advice to individuals, and local, regional and provincial historical organizations. It liaises with and provides operating support to the Ontario Historical Studies Series and the Multicultural History Society of Ontario. The unit also provides staff support to The Ontario

Heritage Foundation for the administration of its research, publication and festival granting programs; operation of the provincial **historical plaquing** program; and the implementation of special historical initiatives.

The Architectural Conservation Unit (314-7125) advises other provincial government ministries, municipalities, **Local Architectural Conservation Advisory Committees (LACACs)**, other heritage organizations, and the private sector on heritage conservation and planning, and provides technical assistance and advice on conservation practices and techniques. The unit also administers and advises the Ontario Heritage Foundation on its architectural conservation grants, and administers the Ministry's **Preserving Ontario's Architecture Program, Ontario Heritage Properties Program** and **Ontario Heritage Bridge Program**.

The Archaeology Unit (314-7162) assists communities and groups in identifying, conserving and managing marine and land-based archaeological resources. The unit provides both technical and **financial assistance** for archaeological masterplans and projects that encourage education and training in archaeological resource conservation.

The Natural Heritage Unit (325-5000) assists and facilitates the protection of natural heritage areas through partnerships with other public and private agencies and individuals. Private stewardship of natural features is encouraged as an alternative to public acquisition. The unit offers OHF grants and loans for projects involving the identification, protection and management of natural areas.

HERITAGE BRANCH
FINANCIAL SERVICES AND POLICY
DEVELOPMENT SECTION

MCC 15

77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-325-5000
Fax 416-325-5071

The Financial Services and Policy Development Section serves the branch and the Ontario Heritage Foundation. The section is responsible for financial planning, budgeting, and reporting, as well as coordination, review, and analysis of policy/legislation related to the mandate, objectives and activities of both the Heritage Branch and the Ontario Heritage Foundation. The section also manages the Foundation's financial and computerized accounting systems, including accounts payable and payroll.

HERITAGE BRANCH
HERITAGE ADMINISTRATION SECTION

MCC 16

10 Adelaide St. E.
Toronto M5C 1J3
416-325-5000
Fax 416-325-5071

This section provides administrative and technical services to the branch and the **Ontario Heritage Foundation**. The Ontario Heritage Foundation seeks to preserve, protect and promote cultural, historical and natural heritage in Ontario for the enjoyment and benefit of present and future generations. Section staff support the Foundation by reviewing and planning for properties offered for Foundation ownership; restoring, managing, promoting and educating the public about the heritage sites owned by the Foundation, including the **Elgin/Winter Garden Theatre** complex; managing owned natural heritage properties; providing collection management and custodial arrangements for the display of cultural property (art and artifacts); negotiating and monitoring heritage **easement** agreements and administering the Foundation's Niagara Escarpment Program. The **Niagara Escarpment**

Plan involves inter-ministry coordination and cooperation in the delivery of a 10-year program of land acquisition and public education.

FIELD SERVICES

MCC 17

77 Bloor St. W., 3rd Flr.
Toronto M7A 2R9
416-314-7080

Staff of Field Services offices throughout the province encourage and develop increased opportunities for public involvement in **cultural** activities for Ontarians. Consultants work with municipalities, community groups and organizations to identify and provide access to appropriate resources. Functions of Field Services include provision of information and delivery of the Ministry of Culture and Communications programs and services at the community and regional levels.

Field Services also collects and assesses data, clarifies issues and provides innovative and effective program strategies to ensure relevancy of the Ministry's programs, in cooperation with the Ministry's program divisions.

Consultants administer the Ministry's **grants** to groups and organizations for community projects, the **Community Facilities Improvement Program**, **heritage** and **historical** programs, public **libraries**, **museums**, leadership, **volunteer** and organization development programs, community information centres, **youth employment** program, special projects and community **arts** development (Ontario Arts Council).

Field Services Consultants can be reached at the following offices:

CENTRAL REGION

Regional Office
10 St. Mary St., 2nd Flr.
Toronto M7A 2R9
416-965-6597
Fax 416-324-4566

280 Pinnacle St., Ste. 3
Belleville K8N 3B1
613-968-3474
Fax 613-968-6690
If long distance dial
1-800-267-2873

114 Worsley St.

Barrie L4M 1M1

705-737-0543

Fax 705-737-1361

If long distance dial

1-800-461-4308

NORTHERN REGION

Regional Office

10 Elm St. E., 4th Flr.

Sudbury P3C 5N3

705-675-4383

Fax 705-675-7735

If long distance dial

1-800-461-4025

EASTERN REGION

Regional Office

1 Nicholas St., Rm. 1105

Ottawa K1N 7B7

613-566-3950

Fax 613-566-3900

If long distance dial

1-800-465-6040

Ontario Government Bldg.

1825 Arthur St. E.

Thunder Bay P7E 5N7

807-475-1348

Fax 807-623-6629

If long distance dial

1-800-465-6856

22 Wilcox St., 2nd Flr.
Timmins P4N 3K6
705-267-8018
Fax 705-268-3394
If long distance ask
Operator for Zenith 98991

WESTERN REGION

Regional Office
119 King St. W., 8th Flr.
Box 2112
Hamilton L8N 3Z9
416-521-7229
Fax 416-521-7613
If long distance dial
1-800-263-8514

30 Duke St. W., 4th Flr.
Kitchener N2H 3W5
519-578-8200
Fax 519-578-1632
If long distance dial
1-800-265-2189

FIELD SERVICES TECHNICAL UNIT

77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-314-7084

The Technical Unit provides consultation on planning studies and technical advice to the Ministry of Culture and Communications and the Ministry of Citizenship consultants and clients (municipalities and incorporated non-profit organizations and community groups) on the development and operation of **cultural** and **multicultural** facilities. It reviews construction management of capital projects in the Ministries' agencies and major grant recipients. The unit also offers publications and training workshops on planning and design issues.

For information about the ministries' programs and services, contact field offices listed under Field Services, Ministry of Culture and Communications.

255 Dufferin Ave., 6th Flr.
London N6A 5K6
519-679-7146
Fax 519-679-7039
If long distance dial
1-800-265-4731

15 Church St., Ste. 406
St. Catharines L2R 3B5
416-685-7397
Fax 416-684-9855
If long distance dial
1-800-263-5411

221 Mill St., 6th Flr.
Windsor N9C 2R1
519-256-5486
Fax 519-256-1637
If long distance dial
1-800-973-1452/51

MCC-18

INFORMATION RESOURCES MANAGEMENT DIVISION

ARCHIVES OF ONTARIO

MCC 19

77 Grenville St.

Toronto M7A 2R9

416-327-1600

416-327-1582 Historical inquiries

416-327-1552 photos, maps, architectural

Fax 416-324-3600

Toll-free 1-800-668-9933

The Archives of Ontario, which administers the Archives Act, acquires significant unpublished **documents** to preserve Ontario's **historical heritage**, to retain information of long-term operational value to government ministries and to make them available to users. It obtains important non-current records from Ontario government agencies through statutory schedules and important historical **manuscripts, maps, pictures, photographs, architectural** drawings, early **newspapers, audio-visual** archives, etc., from other sources through donation or purchase. Often used collections include early Ontario **land, estates (wills), health, court, corporate** registration, census, **schools, vital statistics** and **family local history records**. The Archives of Ontario maintains a conservation **laboratory** for restoration of Archives' holdings and operates a **library** and public **reading room** open to all for personal, historical, administrative, legal or other **research**. It welcomes information on the location of historical material. The Archives has published **A Guide to the Holdings of the Archives of Ontario**, 2 vols. (1986). General information brochures are available. Written inquiries on historical topics are answered subject to staff time. The Public Service Unit offers tours, speakers, and travelling displays to historical, heritage and educational organizations.

The Archives is also responsible for management of the recorded **information** of the Government of Ontario. Its staff offer advice and assistance to ministries and government agencies on cost-efficient **records management**, including hard-copy and **computer** generated records and **microrecordings**. Regular records management training courses are suspended for 1990-91 only, pending new staffing and redesign of the curriculum.

LIBRARIES AND COMMUNITY

MCC 20

INFORMATION BRANCH

PUBLIC LIBRARY SERVICE/ONTARIO

LIBRARY SERVICE UNIT

77 Bloor St. W., 3rd Flr.

Toronto M7A 2R9

416-314-7611

Fax 416-314-7635

The Public Library Service administers the Public Libraries Act, 1984. This unit provides assistance to library boards, **municipalities** and to **Indian Band Councils** in the establishment, organization and management of county libraries, **public libraries** and Ontario Library Services areas. It also supports library boards in the development and delivery of **french-language, native and multicultural** library and literacy services and resources for **children, young people, seniors** and the **disabled**. The **Writers-in-Libraries Program** and the **Trillium Book Award/Prix Trillium** are administered by this unit. It also encourages library use throughout Ontario; develops and analyzes policy proposals with reference to library operations and their funding; and develops and implements policy decisions.

The unit is also responsible for coordinating the work of the Northern Ontario Library Service and the Southern Ontario Library Service which are two ministerial agencies that deliver programs and services to public libraries on behalf of the Ministry.

LIBRARIES AND COMMUNITY
INFORMATION BRANCH
TECHNICAL DEVELOPMENT UNIT

MCC 21

77 Bloor St. W., 3rd Flr.

Toronto M7A 2R9

416-314-7611

Fax 416-314-7635

The Technical Development Unit offers a range of advisory services in the use of **computers** and **telecommunications** to facilitate communication and cooperation between **libraries**. It participates in library planning activities, prepares feasibility studies, evaluates computer-based systems and provides consultative and financial services in areas of automation, networking and technology. The unit supports **OPLIN**, the **Ontario Public Library Information Network** and is responsible for the development of the next generation network as well as policies and programs related to provincial resource sharing of library materials.

LIBRARIES AND COMMUNITY
INFORMATION BRANCH
PLANNING EVALUATION AND
GRANTS ADMINISTRATION UNIT

MCC 22

77 Bloor St. W., 3rd Flr.

Toronto M7A 2R9

416-314-7611

The Planning Evaluation and Grants Administration Unit is responsible for the delivery of the following programs: Community Information Services, Community Facilities Improvement Program (CFIP), Library Project Grants and **Per Household Grants** which provides the annual operating funds to public libraries.

The Community Information Services program provides operating **grants** to eligible community information centres (**CICs**).

The Community Facilities Improvement Program (CFIP) is a capital funding program enabling communities to develop facilities for the delivery of efficient public library and community information services.

Library Project Grants support library boards and community information centres in the delivery of special library and CIC programs.

COMMUNICATIONS DIVISION

COMMUNICATIONS DIVISION

MCC 23

77 Bloor St. W., 6th Flr.

Toronto M7A 2R9

416-326-9600

Fax 416-326-9654

The Communications Division provides policy, operational and technical advice on issues affecting Ontario consumers, suppliers and manufacturers of telecommunications, broadcasting, cable systems and services. Activities include policy development, representa-

tions/interventions before the federal government and CRTC, research, technology assessments, and industry and federal-provincial liaison on **communications** matters. Division **publications** include Communications Ontario, the Ontario Communications Handbook and a wide range of technical reports on communications matters.

OPERATIONS AND TECHNOLOGY OFFICE

MCC 24

77 Bloor St. W., 20th Flr.
Toronto M7A 2R9
416-326-9607

This office improves **communications** service by promoting the application of new **technology** in telecommunications, both public and private, through operational and technical assessments, advice, standards development and demonstration projects.

BROADCASTING AND CABLE BRANCH

MCC 25

77 Bloor St. W., 20th Flr.
Toronto M7A 2R9
416-326-9647

The Broadcasting and Cable Branch actively promotes policies, positions and activities relating to the broadcasting and cable interests of Ontario's residents and industries, through **research**, investigations and presentations to the Canadian Radio-television and Telecommunications Commission (CRTC) and the federal government. The branch also fosters economic growth in broadcasting, cable and related industries.

The Cable Office (326-9636) represents Ontario's interests concerning **cable television** services and other non-broadcast delivery **technologies**. The office identifies and evaluates regulatory issues, and develops and recommends policies and positions to the CRTC and the federal government.

The Broadcasting Office (326-9643) represents the interests of Ontario in **broadcasting** by examining regulatory issues and recommending policies and positions to the CRTC and the federal government. This office is also responsible for the administration of the **Community Radio Ontario Program**, effective 1991/92, which provides **financial support** and advice to community **radio** stations throughout Ontario, with special attention to station in **native** communities and francophone communities.

TELECOMMUNICATIONS BRANCH

MCC 26

77 Bloor St. W., 20th Flr.
Toronto M7A-2R9
416-326-9613
Fax 416-326-9654

This branch promotes policies, positions and activities relating to the **telecommunications** interests of Ontario's residents and industries through **research** and presentations to the **Canadian Radio-Television and Telecommunications Commission (CRTC)** and the federal government. The branch also encourages economic growth in the telecommunications sector.

The Telecommunications Policy Office (326-9613) makes recommendations on telecommunications policies and positions, including representations to the federal Department of Communications (DOC) to influence federal policy. The office also advises the Lieutenant Governor-in-Council on policy direction for the **Ontario Telephone Service Commission (OTSC)**.

The Regulatory Matters Office (326-9619) identifies and evaluates telecommunications regulatory issues. It makes recommendations to the CRTC to promote access to services at reasonable rates and provide efficient communications networks and economic growth.

The Telecommunications Industry Development Office (326-9625) provides industry analysis in the telecommunications sector to the Ministry, and assists with the economic growth of **industry**.

AGENCIES

For background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). The Ministry of Culture and Communications agencies are listed below. For information, contact the appropriate agency at the telephone number listed.

ART GALLERY OF ONTARIO

MCC 27

317 Dundas St. W.
Toronto M5T 1G4
416-977-0414
Fax 416-979-6646

The Art Gallery of Ontario (AGO) has a permanent collection of over 15,000 works representing Canadian and international historical, modern and contemporary **art**, including the largest international public collection of works by Henry Moore. Visitors may also **tour** The **Grange**, a restored historic house adjoining the Gallery. The AGO offers a variety of activities such as tours, lectures, performances, **films**, as well as educational programs for all ages. The Gallery operates an extensive outreach program of travelling **exhibitions**, artists' workshops and **speakers' service** to communities throughout Ontario and Canada. Other services provided by the AGO include art rental and sales, **book shop**, **audio-visual** centre, art reference **library**, restaurant and gift shop. The AGO is open daily from Victoria Day to Labour Day, and Tuesday through Sunday during the fall and winter months. Free general admission on Wednesdays from 5:30-9:00 pm. Free admission for seniors on Fridays. The Gallery is accessible to wheelchairs.

CJRT-FM INC.

MCC 28

297 Victoria St.
Toronto M5B 1W1
416-595-0404
Fax 416-595-9413

CJRT-FM provides a listener supported, non-commercial educational and cultural radio broadcast service for Ontario. It broadcasts 19 hours a day, seven days a week and has an average weekly audience of 200,000. Programming focuses on classical, jazz, and folk **music** and a number of innovative information and participation programs on the **arts**. CJRT-FM also offers credit courses through its Open **College** program that attracts over 50,000 listeners per week.

Through a cooperative arrangement with TVOntario to broadcast via the Anik-C satellite and through distribution agreements with many local cable companies, CJRT is expanding its broadcasting radius throughout Ontario.

CONSERVATION REVIEW BOARD

MCC 29

77 Bloor St. W., 2nd Flr.

Toronto M7A 2R9

416-314-7125

Fax 416-314-7175

The Conservation Review Board holds hearings, at the request of a municipality, if owners object to municipal designation of property for **historical** or **architectural conservation**. The Board reports its findings to the municipal council. Hearings are also held for appeals on the Minister's designation of **archaeological** or historic sites or on the Minister's refusal of archaeological **licences**.

ONTARIO ARTS COUNCIL

MCC 30

151 Bloor St. W., 5th Flr.

Toronto M5S 1T6

416-961-1660

Fax 416-961-7796

The Ontario Arts Council (OAC) provides financial assistance and consultation services to encourage the development of the arts in Ontario. It provides **grants** to professional arts organizations and artists through its ten discipline offices. These offices focus on: arts/education, community arts development, dance, film/photography/video, literature, music, touring, theatre, visual arts and Franco-Ontarian arts. The OAC uses over 90 grant programs to contribute to the cultural development of Ontario and its artists.

In addition to the awarding of grants, the OAC is involved with a variety of programs to develop local and regional arts resources. The Council also administers endowment funds.

**ONTARIO EDUCATIONAL COMMUNICATIONS
AUTHORITY (TVONTARIO)**

MCC 31

P. O. Box 200, Station Q

Toronto M4T 2T1

416-484-2700

Toll-free 1-800-268-8840

Fax 416-484-2725/2867

The Ontario Educational Communications Authority (**TVOntario**) is a television network dedicated to **educational** broadcasting. TVO produces and distributes learning resources, in **English** and **French**, to the people of Ontario via broadcast **television** and other related media. 96.1% of Ontarians now have access to TVOntario's English network through a combination of high, medium and low-power transmitters and carriage by cable systems throughout the province. TVO's French network, "la chaîne française", is available through cable to 73% of the Ontario population. To supplement its educational series for schools, TVO also produces written material and teaching aids. Schedules and program information are available upon request.

ONTARIO FILM DEVELOPMENT CORPORATION

MCC 32

175 Bloor St. E., Ste. 300

Toronto M4W 3R8

416-965-8393

Fax 416-965-0329

The Ontario Film Development Corporation (**OFDC**) was established in 1986 to stimulate employment, investment and growth in the Canadian motion picture industry based in Ontario. Its mandate is to provide increased opportunities for Ontario-based Canadian

producers, production companies, distributors and filmmakers in the areas of development, production, distribution and marketing. The OFDC helps stimulate the Ontario **film** and television industry by offering support in the form of investments, **loans** and **grants**. The Corporation is also instrumental in attracting international producers to Ontario to use the province's location and production facilities.

An investment rebate program, **Ontario Film Investment Program** (OFIP), provides grants to private sector investors in certified films. The OFDC supports the Canadian Centre for Advanced Film Studies and Cinematheque Ontario.

ONTARIO HERITAGE FOUNDATION

MCC 33

Ontario Heritage Centre

10 Adelaide St. E.

Toronto M5C 1J3

416-325-5000

Fax 416-325-5071

The Ontario Heritage Foundation (OHF) advises the Minister of Culture and Communications on issuing **archaeological licences** and designating significant archaeological sites. **Grants** are provided to: stimulate innovative work in archaeology and help complete artifact analysis; encourage **conservation** of buildings possessing **historical** or **architectural** significance; and assist with the research and publication of **manuscripts** of local, regional or specialized interest. The Foundation also undertakes public education programs, including the erection of historical **plaques** which recognize people, places, buildings and events of historical significance to the province. Cultural and natural **heritage** properties, works of **art** and historical artifacts are acquired, usually by donation. For information, contact the main office or regional offices listed under Field Services, Ministry of Culture and Communications.

ONTARIO HISTORICAL STUDIES SERIES

MCC 34

Victoria University

73 Queen's Park Crescent

Toronto M5S 1K7

416-585-4586

The Ontario Historical Studies Series (OHSS) produces comprehensive, scholarly and readable books on the **historical** development of Ontario. The series of publications is divided into two parts: biographies of premiers, and theme studies on aspects of Ontario's economic, social, political and cultural development. The OHSS is funded by the Ministry of Culture and Communications.

ONTARIO SCIENCE CENTRE

MCC 35

770 Don Mills Rd.

Don Mills M3C 1T3

416-429-4100

Fax 416-429-6035

The Ontario Science Centre offers a large variety of programs designed to stimulate and inform the general public about **science** and **technology** and has pioneered a "hands on" approach to learning.

The Centre performs a valuable educational service for Ontario and is host to thousands of students each year. In addition to its innovative **exhibitions**, the Ontario Science Centre provides a wide range of **educational** programs for all ages including a travelling school presentation program called "Science on Wheels". The Science Centre has an extensive outreach program with special travelling exhibitions, such as the "Science Circus" and the

“Seeing Brain” which have been viewed throughout Ontario as well as across Canada. The Centre is open daily and is free to seniors.

ONTARIO TELEPHONE SERVICE COMMISSION

MCC 36

3625 Dufferin St., Ste. 200

Downsview M3K 1Z2

416-235-4950

Fax 416-630-5306

Under the **Telephone Act**, the Ontario Telephone Service Commission (OTSC) regulates providers of telephone service within provincial jurisdiction. There are 30 telephone systems under the Commission's authority. Bell Canada is not included since it reports to the Canadian Radio-Television and Telecommunications Commission (CRTC).

ROYAL BOTANICAL GARDENS

MCC 37

Box 399

Hamilton L8N 3H8

416-527-1158

Fax 416-577-0375

The Royal Botanical Gardens (RBG) is a major scientific and research institution located in the Hamilton/Burlington area. In its 2,000 acres, it encompasses formal outdoor **gardens**, areas of natural heritage significance such as Cootes Paradise, and a Mediterranean Greenhouse featuring exotic flowers and trees. **Tours** and **educational** programs are offered providing a wide variety of learning experiences in botanical studies, **horticulture**, natural history, and arts and crafts. The RBG operates an active extension program of lectures and exhibitions across Ontario. Other public services include a **library** specializing in botany and ornamental horticulture in Ontario, gift shop, and dining facilities during the summer months.

The RBG is open to the public 7 days a week throughout the year.

ROYAL ONTARIO MUSEUM

MCC 38

100 Queen's Park

Toronto M5S 2C6

416-586-5549

Fax 416-586-5863

The Royal Ontario Museum (**ROM**), is the second largest **museum** in North America, with a collection of over six million items, representing the **arts**, **archaeology**, textiles, and natural **science**. Its Chinese and Far Eastern collection is one of the finest in the world. The facility also includes the **McLaughlin Planetarium**, the **Sigmund Samuel Building** featuring Canadian decorative arts and the **George R. Gardiner Museum** of Ceramic Art. The ROM offers a variety of activities such as guided **tours**, performances, lectures, **films**, as well as educational programs for all ages. Its extensive outreach services feature travelling **exhibits**, school programs and resource packages, and a **speakers' bureau**. Other services include specialized **libraries**, gift shops, and a cafe. The museum is open to the public seven days a week. Free general admission on Tuesdays 4:30-8:00 p.m. Free admission for seniors on Tuesdays. The Museum is accessible to wheelchairs.

SCIENCE NORTH
100 Ramsay Lake Rd.
Sudbury P3E 5S9
705-522-3701
Fax 416-522-4954

MCC 39

Science North provides a stimulating bilingual learning program involving people in the relationships between **science**, **technology** and everyday life, with particular emphasis on the northern environment. It presents participatory exhibits and educational science programs based on six scientific spheres: astrosphere, atmosphere, biosphere, geosphere, humansphere, and infosphere. Science North also operates the Path of Discovery bus tour and underground guided **tours** of the **Big Nickel Mine**. School groups participate extensively in the many programs available year-round at Science North. Other services include a rock cavern theatre for 3-D **films**, gift shop, "swap shop" and dining facilities. Open daily from May to October; open Tuesday through Sunday from October to May. For a recorded message giving general information on programs, admission costs and hours, call 705-522-3700. Science North is wheelchair accessible.

THE MCMICHAEL CANADIAN ART COLLECTION
Islington Ave.
Kleinburg L0J 1C0
416-893-1121
Fax 416-893-2588

MCC 40

Built of handhewn logs and fieldstone on the wooded banks of the beautiful Humber River, the McMichael Canadian Art Collection houses one of the most important collections of Canadian art in the nation. While its focus is on the **Group of Seven** and their contemporaries, it also includes important holdings of Indian, Inuit and Metis **art**. The McMichael provides group **tours** and a wide range of educational programs for all ages. Visitors are also welcome to explore the 100 acres of private conservation land surrounding the gallery. Other services include a Gallery Shop and Restaurant.

The McMichael is open daily from May 1 to October 31, and from Tuesday through Sunday during the winter months. Free admission for Seniors on Wednesdays.

ACTS

ACTS MCC 41

The Ministry of Culture and Communications is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's legal services or Marketing and Information Services Branch.

Archives Act
Art Gallery of Ontario Act
Arts Council Act
Centennial Centre of Science and Technology Act
Foreign Cultural Objects Immunity from Seizure Act
George R. Gardiner Museum of Ceramic Art Act, 1981
John Graves Simcoe Memorial Foundation Act, 1965
McMichael Canadian Art Collection Act, 1989
Ministry of Citizenship and Culture Act
Muskoka and Parry Sound Telephone Co. Ltd.
Acquisition Act, S.O. 1978

Ontario Educational Communications Authority Act
Ontario Heritage Act
Ontario Telephone Development Corporation Act
Public Libraries Act, 1984
Royal Botanical Gardens Act, 1941, as amended
Royal Ontario Museum Act
Science North Act
Telephone Act

MINISTRY OF EDUCATION

Mowat Block

900 Bay St.

Queen's Park, Toronto M7A 1L2

The Ministry of Education ensures the provision of elementary and secondary school education in Ontario, including correspondence courses, and schools for the deaf, the blind and the handicapped.

One of the oldest ministries in the Ontario Government, the Ministry of Education was established in February 1867. It is responsible for determining the general direction of education and policy in the elementary and secondary schools of the province. Other responsibilities include: providing broad guidelines for the curriculum of Ontario schools; approving the list of textbooks from which school boards make selections for schools; establishing requirements for student diplomas and certificates; setting requirements for and issuing teaching certificates; distributing funds allocated by the Legislature for assisting school boards with the costs of operating schools; making regulations to govern the school year and holidays of students, the organization of schools and the duties of teachers and school board officials; assisting individuals and communities to develop literacy and other basic skills; administering youth employment programs.

ASSISTANT DEPUTY MINISTER FRENCH LANGUAGE EDUCATION

EDUC 1

Mowat Block, 22nd Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-325-2110

The Assistant Deputy Minister, **French** Language Education advises the Minister and the Deputy Minister on all matters pertaining to the **education** of francophones in the elementary and secondary schools of Ontario.

CORPORATE PLANNING AND POLICY

POLICY ANALYSIS AND RESEARCH BRANCH

EDUC 2

Mowat Block, 15th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-325-2659

The Corporate Policy and Research Section of the Policy Analysis and Research Branch provides corporate policy services to all Ministry divisions, and coordinates the Ministry's strategic planning process. Connections to Cabinet Office and key policy staff in other ministries are maintained and policy development process briefings are provided to the Deputy Minister and the Minister. The section also administers the **Education Research Program**. Published reports on the findings of **research** are sold through Publications Ontario (see entry under the Ministry of Government Services). The section liaises between the Ministry, education researchers and Ontario Institute for Studies in Education (OISE) (325-4186).

The Corporate Issues and Information Services Section is responsible for the development of key information resources for the Ministry. The Corporate Issues Unit monitors and tracks corporate issues (325-2661). The Information Services Unit develops and accesses

information resources and provides **library** and information services to the Ministries of Education, Colleges and Universities and Skills Development (325-2630).

Statistical Services Section provides statistical information, data management, and analytical services in support of the Ministry's policy priorities. This section gathers, validates and analyzes data on **school boards** and **schools** (325-2689/2700) and produces **statistical publications** (325-2700).

LEGISLATION BRANCH

EDUC 3

Mowat Block, 18th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-325-2400

The branch provides legislative and legal services for policy initiation and revision of laws, and ensures that Ministry action accords with the statutory and regulatory framework of the province. Consultative services are offered to the Ministry of Education to facilitate the implementation of government policy. The branch also provides some administrative services for processing legal documents and executing legal procedures, as required by educational legislation on behalf of the Minister.

EDUCATION LIAISON AND EXCHANGE BRANCH

EDUC 4

Mowat Block, 14th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-325-2800

The branch is responsible for providing an effective liaison between the Ministry and interest groups, both anglophone and francophone including trustees, teachers, administrators, parents, students, labour, business and community organizations (325-2810).

The branch promotes education for and about **Native peoples** by maintaining an ongoing liaison with **First Nation/Native organizations**, communities, individuals, other ministries and agencies of the Ontario Government, and with other jurisdictions including the federal government (325-2787).

The branch encourages educational and **cultural exchanges** of **students** and educators (325-2799), **Ontario Young Travellers** (325-2796), **Teacher Exchange Programs**, **international** and **interprovincial** (325-2799). In cooperation with the Department of External Affairs, the branch administers **Canadian Studies Seminars** for European teachers (325-2799). It also coordinates **bursary** programs, in France, for **teachers** of French as a Second Language (FSL) and teachers in French Language Instructional Units (FLIUS) (325-2799). Administration is provided for the **Official Languages Monitor Program** in which bilingual university students act as monitors to educators of **French** or **English as a Second Language** (325-2792), the **Ontario Student Leadership Centre** (325-2797), and the **Summer Experience Program** (325-2796).

The branch liaises with the **Council of Ministers of Education, Canada (CMEC)**, with ministries responsible for education in other provinces and with federal departments and agencies (325-2790).

The branch also **publishes** a Directory of Interest Groups and Native organizations.

SCHOOL BUSINESS AND FINANCE BRANCH

EDUC 5

Mowat Block, 21st Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-325-2000

Fax 416-325-2007

The School Business and Finance Branch develops and administers the General Legislative **Grants** formula supporting **school boards**; sets financial accounting and enrolment reporting standards; and oversees the **audit** of financial statements of school boards, which involves liaison with the accounting profession. The branch also controls allocation of capital funds for the construction of elementary and secondary **schools**; and issues final approval for costs of school board capital projects approved for provincial funding.

The Teachers' Pension Policy Unit (Mowat Block, 12th Flr., Toronto M7A 1L2, 325-2044) provides government liaison with the Ontario Teachers' Pension Plan Board, and develops policy regarding teachers pensions.

LEARNING SERVICES**REGIONAL OFFICES**

EDUC 6

The Regional Offices inform school systems about Ministry programs and policies on **education** and ensure, in collaboration with local boards, that these policies are carried out. Responsibilities include informing the Ministry's central office about activities and issues in school systems; making recommendations for action and policy formulation; helping **school boards** develop means of implementing and reviewing their programs; offering program administration support and supervisory officer services to boards whose size precludes an administrative structure; inspecting **private schools**; maintaining liaison with the public, **universities**, faculties of education, other ministries and related bodies; and administering programs and policies delegated to regional directors. There are six regional offices in Ontario:

Western Ontario Region

759 Hyde Park Rd.

London N6H 3S6

519-472-1440

For toll-free number see

blue pages of telephone directory

Eastern Ontario Region

1580 Merivale Rd.

Nepean K2G 4B5

613-225-9210

For toll-free number see

blue pages of telephone directory

Northeastern Ontario Region

Box 3020

447 McKeown Ave.

North Bay P1B 8K7

705-474-7210

For toll-free number see

blue pages of telephone directory

Midnorthern Ontario Region

199 Larch St.

Sudbury P3E 5P9

705-675-4401

For toll-free number see

blue pages of telephone directory

Northwestern Ontario Region

435 James St. S.

Box 5000

Thunder Bay P7C 5G6

807-475-1571

For toll-free number see

blue pages of telephone directory

Central Ontario Region

Heron's Hill Bldg., Ste. 3201

2025 Sheppard Ave. E.

North York M2J 1W4

416-491-0330

For toll-free number see

blue pages of telephone directory

YOUTH EMPLOYMENT SERVICES BRANCH**EDUC 7**

625 Church St., 3rd Flr.

Toronto M4Y 2E8

1-800-387-0777

The Youth Employment Services Branch administers **youth employment** programs and operates a telephone Hotline (1-800-387-0777) which provides information to youth and employers.

FUTURES, delivered through local youth employment counselling centres and community colleges of applied arts and technology, provides employment-disadvantaged young people with counselling, basic life skills, work placements, and in some cases, high school upgrading to enhance their skills and employability. It also provides **financial incentives** to **employers** in return for on-the-job training.

The branch funds community-based **Youth Employment Counselling Centres** which help unemployed young people who are socially, economically and/or educationally disadvantaged develop the skills necessary to secure employment.

Summer Experience in the Trades, delivered through local apprenticeship offices and Youth Employment Counselling Centres, provides summer jobs in the skilled occupations to full-time high school **students**. It also provides financial incentives to employers.

LEARNING PROGRAMS**CURRICULUM POLICY DEVELOPMENT BRANCH****EDUC 8**

Mowat Block, 16th and 17th Flrs.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-325-2500

This branch establishes policies for kindergarten, elementary, secondary, and continuing **education** programs for the publicly supported English and **French** language **schools** of Ontario. It produces and disseminates circulars, curriculum guidelines, support materials and memoranda. The office works closely with the Learning Programs Secretariat to support the restructuring initiatives. It also assists branches that are responsible for research, program assessment, legislation, community education and outreach.

LEARNING PROGRAMS SECRETARIAT**EDUC 9**

Mowat Block, 17th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-325-2466

Fax 416-324-7013

The Learning Programs Secretariat is responsible for the coordination and management of the planning, consultation, policy development and implementation of the restructuring

initiatives for elementary and secondary education. Development work is proceeding according to an overall five-year action plan and is facilitated by six work teams assigned to the following areas: Early Years (junior and senior kindergarten), Formative Years (grades 1 to 6), Transition Years (grades 7 to 9), Specialization Years (grade 10 to secondary school graduation), Technological Education, and Teacher Education.

LEARNING ASSESSMENT BRANCH

EDUC 10

Mowat Block, 18th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-325-2207

The Learning Assessment Branch advises on policies and procedures for evaluation of **student** achievement and program effectiveness. Advice is also offered on supervisory services related to inspection of **private schools**, foreign student policy and the services of the **Provincial School Attendance Counsellor**.

SPECIAL EDUCATION AND PROVINCIAL SCHOOLS BRANCH

EDUC 11

Mowat Block, 17th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-325-2777

The Special Education and Provincial Schools Branch advises the Minister on program policy for the education of exceptional pupils in elementary and secondary **schools**. Liaison is provided with professional and parent associations and government agencies regarding programs and services for exceptional pupils. The branch plans and produces special education resource materials to assist school board personnel in developing special education programs and services. It also assists in the development of guidelines for **special education** additional qualifications courses offered by the faculties of education.

Special education programs and services are provided in schools for pupils who are blind, deaf and deaf-blind and in Demonstration Schools for pupils who are learning disabled. These schools provide teacher training and resource services to school boards.

SPECIAL EDUCATION AND PROVINCIAL SCHOOLS BRANCH

EDUC 12

DEMONSTRATION SCHOOLS

Mowat Block, 17th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-325-2777

The Demonstration Schools (965-2312), listed below, are residential, and designed for **children** with severe **learning disabilities** and **language** learning disorders. The Trillium, Robarts, and Sagonaska Schools are for English-speaking pupils while Centre Jules-Léger is for French-speaking pupils.

An in-service teacher education component is provided at the Demonstration Schools. Through this service, methodologies and materials can be shared with locally operated **school** board programs across the province.

Sagonaska School
350 Dundas St. W.
Belleville K8P 1B2
613-967-2830

Trillium School
347 Ontario St. S.
Milton L9T 3X9
416-878-8428

Robarts School
1090 Highbury Ave.
Box 7300
London N5Y 4V9
519-453-4400

Centre Jules-Léger
200 Wilbrod St.
Ottawa K1N 6L5
613-234-0166

**SPECIAL EDUCATION AND PROVINCIAL
SCHOOLS BRANCH
SCHOOLS FOR THE BLIND AND DEAF**
Mowat Block, 17th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1L2
416-325-2777

EDUC 13

Five **schools**, listed below, provide direct day/residential education programs for the **blind**, **deaf** and **deaf/blind**. The Robarts and E. C. Drury Schools offer five-day residential instruction, while the Sir James Whitney and W. Ross Macdonald Schools have seven-day residential programming. Centre Jules-Léger provides residential education programs for Francophone deaf **students**.

The W. Ross Macdonald School, in conjunction with the University of Western Ontario, provides training for **teachers** of both the blind and the deaf/blind. **French** language teacher training and resource services are supplied by Centre Jules-Léger in conjunction with the University of Ottawa.

The Schools for the Blind and Deaf and Centre Jules-Léger also serve as resource centres for local school boards operating day programs for exceptional pupils, and provide services to parents and other agencies.

*The Sir James Whitney School
(Deaf)*
350 Dundas St. W.
Belleville K8P 1B2
613-967-2823
613-967-2823 TTY/TDD

*The W. Ross Macdonald School
(Blind and Deaf/Blind)*
350 Brant Ave.
Brantford N3T 3J9
519-759-0730

*The Robarts School
(Deaf)*
1090 Highbury Ave.
Box 7300
London N5Y 4V9
519-453-4400
519-453-4400 TTY/TDD

*The Ernest C. Drury School
(Deaf)*
255 Ontario St.
Milton L9T 2M5
416-878-2851
416-878-7195 TTY/TDD

Centre Jules-Léger
200 Wilbrod St.
Ottawa K1N 6L5
613-234-0166

**CENTRE FOR CURRICULUM RESOURCES
AND TECHNOLOGIES**

EDUC 14

Mowat Block, 24th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1L2
416-325-2100

To ensure effective use of information **technologies** within the Ontario curriculum, the centre provides initiatives, policy and program direction to English and French language elementary and secondary public **schools**. It coordinates its activities with other branches, regional offices and Regional Computer Advisory Councils (RCACs).

The major program responsibilities of the centre include: administration of the Ministry's hardware and software incentive programs directed at school boards; establishment of microcomputer hardware and software environment standards for the Grant Eligible Microcomputer Systems (GEMS) program; funding and licensing of private sector **educational** software for school use; sponsorship of implementation projects across the province; development of **ONTERIS (Ontario Education Resources Information System)**, a system of bilingual bibliographic databases of a wide range of Ontario education documents and learning materials for elementary and secondary education; development of OAIP/BIMO, English and French language collections of assessment instruments for school use; Circular 14, which lists textbooks approved for use in Ontario schools.

INDEPENDENT LEARNING CENTRE

EDUC 15

909 Yonge St.
Toronto M4W 3G2
416-965-2657
Toll-free 1-800-387-5512
Fax 416-965-7644

2141 Lasalle Blvd.
Sudbury P3A 2A3
705-688-3045
Toll-free 1-800-461-6257
Fax 705-699-3050

The Independent Learning Centre (**ILC**), formerly called Correspondence Education, provides **distance education** courses in English and French, for Ontario residents to obtain credits towards a high school diploma, upgrade basic skills, or study for enjoyment. These courses are available free of charge to Ontario residents. A variety of secondary **school** courses are offered. Courses may be started or completed, and certificates and **diplomas** awarded, at any time of the year.

ILC also offers a noncredit **adult** basic **education** program, including **English as a Second Language** and literacy courses. An elementary program is provided only for **children** who are unable to attend school due to extended illness, distance from school, or temporary residence outside Ontario.

For more information, request the "Student Guide" by phoning, writing or visiting the Independent Learning Centre. All services are offered in both official languages in Toronto and Sudbury.

CENTRE FOR TEACHER EDUCATION
 Mowat Block, 12th Flr.
 900 Bay St.
 Queen's Park, Toronto M7A 1L2
 416-325-4332

EDUC 16

Registrar Services
 Mowat Block, 12th Flr.
 900 Bay St.
 Queen's Park, Toronto M7A 1L2
 416-325-4300

The Centre for Teacher Education approves and reviews programs of both pre-service and in-service teacher education offered by faculties of education; develops policy on certification of teachers; administers supervisory officers' examinations and principals' courses; coordinates teacher in-service programs such as drug education and multicultural/race relations; provides registrar services for **teacher** and **student certification**; assessment of credentials for employment purposes; collects, maintains, analyses, and disseminates data on secondary school students; distributes the diplomas to all secondary level schools.

LITERACY BRANCH
 625 Church St., 6th Flr.
 Toronto M4Y 2E8
 416-326-5482
 416-326-5493 (TDD)
 Fax 416-326-5505

EDUC 17

The Literacy Branch assists individuals and communities in developing **literacy** and other basic skills to achieve social, cultural and economic goals. This is accomplished through policy and program development, advocacy activities, program funding and development and support of literacy in the field.

The **Ontario Basic Skills** (326-5478) provides tuition free basic skills **training** to adults 25 and over at colleges of applied arts and technology throughout the province. Basic skills training includes reading, writing and math skills; basic computer skills; and life skills. **Special Support Allowances** are available to eligible trainees to cover training related expenses such as childcare, transportation and accommodation.

Ontario Community Literacy (OCL) (326-5464) provides **grants** to English, French and Native community-based literacy programs, and regional information and referral services. Consultation and resources for delivery organizations are also provided. Information on literacy programs in Ontario and material for publicizing local programs are available. **Ontario Basic Skills in the Workplace (OBSW)** grants fund to employers, their non-profit delivery agents and labour unions to provide literacy, language training and numerous skills to workers.

Literacy Field Development and Support (326-5464) provides grants for the training of literacy practitioners, a resource centre, a French clearing house, special interest groups, desktop publishings, and other activities to develop and support the literacy field.

Labour Adjustment (326-5487) provides grants and support for the training of displaced workers who have lost their jobs in large plant closures.

FINANCE AND ADMINISTRATION

FREEDOM OF INFORMATION AND CORRESPONDENCE UNIT

EDUC 18

Mowat Block, 21st Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-325-2444

Fax 416-325-2488

The Information and Privacy Coordinator is responsible for compliance to the **Freedom of Information** and Protection of Privacy Act within the Ministry of Education, its regional offices and affiliated agencies. This office responds to requests for information made under the Act. It monitors and makes recommendations on the Ministry's policies and procedures with respect to collecting and releasing information. A public **reading room** for the review of manuals and other information is available during regular office hours on the 13th Flr. of the Mowat Block.

COMMUNICATIONS AND MARKETING BRANCH

EDUC 19

Mowat Block, 14th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-325-2929

416-325-2941 Media Relations

Toll-free 1-800-387-5514

Toll-free 1-800-263-2892 (TDD)

Fax 416-325-2934

The branch provides communications and marketing advice and support to the Minister and Deputy Minister, and assists senior Ministry personnel with communications/market-ing planning and materials.

Through a broad range of information programs, the branch keeps the educational community and the public aware of Ministry policies and programs. Services include media relations; overseeing phone inquiries from the public; supervising the production of print, video and audio-visual materials and coordinating special events.

FINANCIAL SERVICES BRANCH

EDUC 20

Mowat Block, 20th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-325-1841

The Financial Services Branch is responsible for financial planning, budget management functions and liaison with Management Board Secretariat. It also provides both the Ministry of Education and the Ministry of Colleges and Universities with accounts payable, expenditure accounting and reporting services. Activities also include collecting revenues for **federal** cost-sharing programs, student awards receivables and other Ministry programs; arranging with Treasury for the transfer of **grants to school boards, colleges and universities**; and offering financial advisory services for transfer payment administration to all branches.

ADMINISTRATIVE SERVICES BRANCH

EDUC 21

Mowat Block, 7th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-325-4521

Fax 416-325-4526

This branch provides administrative and support services to both the Ministry of Education and the Ministry of Colleges and Universities. Responsibilities include purchasing of goods and services, printing, duplicating and word processing services, mail and distribution services, records management, accommodations and design services, assets management and maintenance of policy and Internal Manual of Administration procedures. The branch liaises with the Ministry of Government Services to coordinate common services such as telephones, and purchasing of commonly used supplies.

**INFORMATION TECHNOLOGY AND SYSTEMS
BRANCH**

EDUC 22

Mowat Block, 23rd & 24th Flrs.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-325-2267

Fax 416-325-2262

The Information Technology and Systems Branch (325-2240) is responsible for strategic, tactical and operational planning of the Ministry's information **technology**, as well as investigation, research, development and implementation of new advanced technologies. The branch provides consulting services and distributed computing support and training, and prepares business cases and opportunity assessments on behalf of individual branches.

Through the **Technology Information Centre** (325-4357), the use of distributed computing and application software packages is promoted, and training programs in the use of **computers** and application software are conducted. The branch also provides effective, economical and relevant data processing services to users within the Ministry of Education, the Ministry of Colleges and Universities and the Ministry of Skills Development.

The Systems Services Section (325-2248) offers systems development and maintenance, and systems technology consulting services.

The Operations Services Section (325-2347) provides computer operations, data control and data entry.

INTERNAL AUDIT BRANCH

EDUC 23

Mowat Block, 7th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-325-2628

The Internal Audit Branch provides comprehensive audit services for both the Ministry of Education and the Ministry of Colleges and Universities. It evaluates and reports on the efficiency, economy and effectiveness of the financial, management and information technology systems, controls and practices governing the activities of the two ministries and their respective agencies. These activities assure senior management of compliance with financial policies and procedures and provide verification of the integrity and documented support for financial management decisions.

HUMAN RESOURCES BRANCH

EDUC 24

Mowat Block, 19th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-327-9000

416-327-9042 (TDD)

Fax 416-327-9043

The Human Resources Services Section (327-9000) provides service in the areas of recruitment, classification, employee relations, employee benefits and compensation administration, labour relations counsel and support, and for administering occupational health and safety issues, including Worker's Compensation. It also provides support services to the branch, and provides employee information to line and staff branches.

The Policy, Planning and Development Unit (327-9000) develops and evaluates human resources policies, programs and guidelines and designs and delivers training and development programs that assist the Ministry in meeting its strategic directions. The unit coordinates the development of a Ministry human resources plan as part of the Ontario Public Service Strategies for Renewal Program.

The plan includes employment equity goals and timetables, and strategies and initiatives to enhance equal employment opportunities for racial minorities, persons with disabilities, francophones, natives and women. The unit designs, delivers and coordinates policies, programs and training initiatives to support the Ministry in achieving these goals.

The Employment Equity Program for school boards (327-9130) manages the employment equity program for female employees of all Ontario school boards. The program staff consults with the Ontario Women's Directorate, the Ministry's regional offices and **Employment Equity** practitioners in school boards regarding implementation. The program collects and analyses data concerning the progress of women in the educational system, the results of which are tabled by the Minister of Education in an annual report to the Legislature.

The **French Language Services** Unit's (327-9006) primary responsibility is to ensure Ministry compliance with the French Language Services Act. The unit is also responsible for staffing of bilingual designated positions, coordination of simultaneous translation services to Ministry services and French language training and proficiency evaluations.

**SCHOOL BOARD INFORMATION TECHNOLOGY
BRANCH**

EDUC 25

480 University Ave., 8th Flr.

Toronto M5G 1V2

416-971-4650

Fax 416-971-6511

This branch services members of the **Educational Computing Network of Ontario (ECNO)**, which is a cooperative of **school boards** that share administrative application software, application support and technical support. The systems marketed, developed, maintained and supported by the branch deal with student administration for elementary and secondary schools (Student Guidance Information Service (SGIS)), payroll/personnel, finance, student transportation planning and management, enrolment projection, grants calculation and audio/visual booking. The branch is also responsible for distributing and supporting the Oracle Data Base Management System and operating a data communication network which connects most Ontario school boards and the Ministry of Education for educational and administrative purposes.

AGENCIES

For background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some agencies of the Ministry of Education are listed below. Contact the Communications Branch for unlisted agencies.

EDUCATION RELATIONS COMMISSION

EDUC 26

111 Avenue Rd.
Toronto M5R 3J8
416-922-7679
Fax 416-325-4134

The Education Relations Commission (**ERC**) was established in 1975 to administer the **collective bargaining** process and further harmonious relations between **teachers** and **school boards**. Activities include monitoring and assisting negotiations, supervising voting by teachers, providing a common database for collective bargaining, and advising the Lieutenant Governor-in-Council when a strike or a lockout jeopardizes students' education.

LANGUAGES OF INSTRUCTION COMMISSION OF ONTARIO

EDUC 27

25 Grosvenor St.
Toronto M4Y 1A9
416-314-3500

The Languages of Instruction Commission of Ontario was established to help resolve disputes over the provision of **education** programs in the **language** of a **French** or English minority group. The commission intercedes in conflicts between **school boards** and their language advisory committees, and groups of rate payers.

PROVINCIAL SCHOOLS AUTHORITY

EDUC 28

Mowat Block, 19th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1L2
416-327-9003
Fax 416-327-9043

Established under the Provincial Schools Negotiations Act in 1975, the authority is the legal employer of **teachers** in educational programs operated by the Ministries of Correctional Services and Education. It negotiates with the organization representing the teachers, who have the same **bargaining** rights as those employed by school boards. The authority is also responsible for administering the collective agreement.

COUNCIL FOR FRANCO-ONTARIAN EDUCATION

EDUC 29

880 Bay St., Ste. 203
Toronto M7A 1L2
416-325-4626
Fax 416-325-4627

The council advises the Minister of Education and the Minister of Colleges and Universities on all matters concerning the **education** of **Franco-Ontarians** at the elementary, secondary and post-secondary levels.

ONTARIO TEACHERS' PENSION PLAN BOARD**EDUC 30**

5650 Yonge St., Ste. 400
North York M2M 4H5
416-226-2700

The Ontario Teachers' Pension Plan Board was created by The Teachers' Pension Act, 1989, which was passed on December 20, 1989. It replaced the Teachers' Superannuation Commission as the "arms-length" board responsible for the administration of the teachers' pension plan and the resolution of issues concerning individual benefit entitlements. It took on the additional responsibility of managing the fund's assets. Under the **Teachers' Pension Act**, 1989, the Board has the authority to invest the pension fund in market investments. The Board is comprised of eight members including the chairperson.

TEACHER EDUCATION COUNCIL, ONTARIO**EDUC 31**

56 Wellesley St. W., 16th Flr.
Toronto M7A 2B7
416-324-4878
Fax 416-963-2691

The Teacher Education Council, Ontario consists of 16 members representing four major stakeholders in teacher education i.e. universities, teachers, school boards and government. The council advises the Ministers of Education and Colleges and Universities on all aspects of teacher education.

ACTS**ACTS****EDUC 32**

The Ministry of Education is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's Legislation Branch or Communications Branch.

Development Charges Act, 1989, Part III

Education Act

Essex County French-language Secondary School Act, 1977

Lake Superior Board of Education Act, 1976

Metropolitan Separate School Board Act, 1953

Municipal and School Board Payments Adjustment Act, 1989

Ontario Institute for Studies in Education Act

Ontario School Trustees' Council Act

Ontario Youth Employment Act

Ottawa-Carleton French Language School Board Act, 1988

Provincial Schools Negotiations Act

School Boards and Teachers Collective Negotiations Act

School Trust Conveyances Act

Teachers Pension Act, 1989

Teaching Profession Act

MINISTRY OF ENERGY

MINISTRY OF ENERGY

ENERGY 1

56 Wellesley St. W.

Toronto M7A 2B7

In Toronto, Call 416-327-1234

Elsewhere in Ontario, dial

Toll-free 1-800-ENERGY 1

Fax 416-327-1508

The Ministry of Energy ensures that the **Energy** needs of Ontario residents and industry are met, at reasonable prices, in a manner consistent with environmental protection. To fulfill this responsibility, the Ministry works with other ministries, agencies of the government and the energy sector. Functions include: reviewing and advising on energy matters and policy; maintaining liaison between the government and **Ontario Hydro**; coordinating the government's activities; promoting effective and efficient use of energy; supporting research development and demonstration of energy technologies; and intervening before provincial and federal tribunals. The Minister of Energy reports to the Legislature for Ontario Hydro and the **Ontario Energy Board**, which functions independently of the Ministry. For general information on this Ministry, call the numbers listed above. The Ministry's programs and agencies are described in the entries that follow.

DEPUTY MINISTER'S OFFICE

LEGAL SERVICES BRANCH

ENERGY 2

56 Wellesley St. W., 12th Flr.

Toronto M7A 2B7

416-327-1338

The Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations, and the preparation and review of proposed legislation, regulations and other legal documents. It supplies general legal services such as preparing contracts, representing the Ministry before the National Energy Board and other tribunals, etc. The Legal Services Branch is responsible to the Attorney General's Office.

FRENCH LANGUAGE SERVICES OFFICE

ENERGY 3

56 Wellesley St. W., 9th Flr.

Toronto M7A 2B7

416-327-1325

This office coordinates the Ministry's implementation of government policy on French language services for the Ontario francophone public.

FINANCE AND ADMINISTRATION BRANCH

ENERGY 4

56 Wellesley St. W., 9th Flr.

Toronto M7A 2B7

416-327-1312

The Finance and Administration Branch provides the managers of the Ministry with the administrative support and resources required to effectively implement their programs and initiatives; and to ensure, on behalf of the Deputy Minister, that the implementation of these programs and initiatives abide by the administrative requirements of the government.

The reference **library** (327-1247) and **reading room** service the needs of staff and give public access (on an appointment only basis) to Ministry publications, statutes, and some manuals and internal procedures.

EMPLOYMENT EQUITY OFFICE**ENERGY 5**

56 Wellesley St. W., 9th Flr.

Toronto M7A 2B7

416-327-1362

Fax 416-327-1508

The Employment Equity Coordinator assists line managers in developing, promoting and coordinating plans to improve the status of the Ministry's female, racial minority, Native, disabled and francophone employees, and ensures equal opportunity for all. Activities include counselling employees on job-related issues and career goals.

FREEDOM OF INFORMATION**ENERGY 6**

56 Wellesley St. W., 10th Flr.

Toronto M7A 2B7

416-327-1221

Toll-free 1-800-ENERGY 1

The Freedom of Information (FOI) Coordinator responds to requests for information made by the public under the Freedom of Information Act; monitors implementation within the Ministry of the government's policy on the protection of individual privacy with regard to personal information; and provides information to the public through the FOI **Reading Room**.

COMMUNICATIONS BRANCH**ENERGY 7**

56 Wellesley St. W., 9th Flr.

Toronto M7A 2B7

416-327-1234

Toll-free 1-800-ENERGY 1

The Communications Branch provides information on **energy** policy, research, conservation and renewable energy technology, as well as, general consumer publications. General inquiries should be directed to 327-1234; media inquiries to 327-1285.

The branch provides corporate communication services to the Minister and senior management in order to promote the Ministry's policies and programs and provides consumer information. Activities include the planning, coordination and production of displays, audio visuals, print materials, seminars, conferences and advertising.

POLICY DEVELOPMENT AND COORDINATION DIVISION**POLICY DEVELOPMENT AND COORDINATION
DIVISION****ENERGY 8**

56 Wellesley St. W., 11th & 12th Flr.

Toronto M7A 2B7

416-327-1344

Toll-free 1-800-ENERGY 1

The Policy Development and Coordination Division monitors energy developments, identifies emerging issues, and proposes strategies and policies that will ensure adequate access to affordable energy supplies for Ontario. The division conducts and coordinates research and analysis, and develops policies on energy supply and demand, conservation and

energy efficiency, pricing and the environmental impacts of energy use for all forms of energy.

The division advises the Deputy Minister and the Minister on long-term corporate policy objectives and initiatives. The division also collects and analyzes information on the local, provincial, national and international energy scene, and provides energy sector advice to the Ontario Government.

POLICY COORDINATION SECTION

ENERGY 9

56 Wellesley St. W., 12th Flr.

Toronto, M7A 2B7

416-327-1346

Toll-free 1-800-ENERGY 1

Fax 416-327-1512

The Policy Coordination Section is responsible for the coordination, development and maintenance of the policy system; strategic planning process; assessment of policy proposals and liaison with cabinet committees and other ministries. The section is also responsible for the coordination of ministerial support, management of strategic energy issues and liaison with other governments on energy matters.

OIL AND GAS SECTION

ENERGY 10

56 Wellesley St. W., 11th Flr.

Toronto M7A 2B7

416-327-1384

Fax 416-327-1511

The Oil and Gas Section provides analyses and advice on issues relating to the supply, distribution and pricing of **crude oil**, **petroleum** products, **petrochemicals** and **natural gas**. The section also represents Ontario's interests before the federal government, other jurisdictions, and regulatory hearings. It is responsible for the maintenance of the provincial contingency plan for a possible future oil shortage.

ELECTRICITY SECTION

ENERGY 11

56 Wellesley St. W., 11th Flr.

Toronto M7A 2B7

416-327-1416

Fax 416-327-1511

The Electricity Section provides analyses and advice on the generation and pricing of **electricity**, and its distribution by Ontario Hydro, municipal utilities and the private sector. The section also represents Ontario's interests before the federal government, other jurisdictions, and regulatory hearings.

ECONOMICS AND FORECASTS SECTION

ENERGY 12

56 Wellesley St. W., 11th Flr.

Toronto M7A 2B7

416-327-1400

Fax 416-327-1511

The Economics and Forecasts Section provides advice and analysis on the economics of energy conservation and supply, the impact of Canadian and international economic developments, policy changes, and pricing of different forms of energy, and the impact of **energy** changes on the national and provincial economies. It prepares forecasts of energy

prices in Ontario and long-term requirements for oil, gas, coal, and electricity. The section also collects and disseminates information on Ontario's energy situation.

ENERGY MANAGEMENT SECTION

ENERGY 13

56 Wellesley St. W., 14th Flr.

Toronto M7A 2B7

416-327-1461

Fax 416-327-1514

The Energy Management Section provides advice on the environmental, economic, social, financial and technical factors that relate to the use of **energy**. The section participates in the development of policies that are aimed at making Ontario more energy efficient. The section works with the Ministry of Housing at improving the energy efficiency of buildings under the Ontario Building Code's provisions and with other ministries and agencies to monitor the impact of their policies and legislation on the consumption of energy. The section also liaises with utilities and other energy suppliers to identify policies leading to appropriate energy uses and higher level of efficiency.

ENERGY PROGRAMS AND TECHNOLOGY DIVISION

ENERGY PROGRAMS AND TECHNOLOGY DIVISION

ENERGY 14

56 Wellesley St. W., 12th Flr.

Toronto M7A 2B7

416-327-2956

Toll-free 1-800-ENERGY 1

Fax 416-327-1514

The Energy Programs and Technology Division encourages the development of **energy** efficient equipment and practices in all sectors of the Ontario economy. The division promotes awareness of energy **technologies**, products and services; maintains expertise; and provides assistance to community groups, government, municipalities, public institutions such as hospitals and schools, industry and the general public.

Management of programs and provision of information is carried out through three operational sections: Energy Efficiency, Industry Programs, and Energy Research and Development.

ENERGY EFFICIENCY SECTION

ENERGY 15

56 Wellesley St. W., 14th Flr.

Toronto M7A 2B7

416-327-1481 Government and Public/Institutional

416-327-1475 Commercial/Residential

416-327-1489 Transportation

416-327-1492 Codes and Standards

The Energy Efficiency Section develops and implements **energy** efficiency and **conservation** programs for the transportation, commercial, residential, government and institutional sectors. The section provides advice, supports technology demonstrations, sponsors the development of education materials and public outreach through conferences, displays, workshops/seminars and training programs; and **financial assistance** to **municipalities** to demonstrate new energy saving technologies and improve energy performance. The section supports the development of alternative transportation **fuels** such as propane, natural gas, and alcohol fuels. The section also develops minimum efficiency

standards and regulations for energy consuming appliances and products under the **Energy Efficiency Act**.

INDUSTRY PROGRAMS SECTION

ENERGY 16

56 Wellesley St. W., 14th Flr.

Toronto M7A 2B7

416-327-1441 Industrial Energy Services Prog.

416-327-1444 Industrial Process Equip. Demo. Prog.

416-327-1443 Cogeneration Encouragement Program

416-327-1234 Renewable Energy

416-327-1441 Industrial Retrofits, Grants

416-327-1444 Market Entry of Energy-Eff. Tech.

Fax 416-327-1514

The section assists Ontario industries in improving their **energy** efficiency performance through programs focusing on energy equipment and process improvements. It provides expert engineering advice and information, and assists the private sector in identifying, assessing, purchasing, and marketing energy **technologies**. **Grants** are available for feasibility studies, project engineering design and demonstrations and the purchase and installation of equipment. Services include energy audits, technology fact sheets and seminars.

ENERGY RESEARCH AND DEVELOPMENT SECTION

ENERGY 17

56 Wellesley St. W., 11th Flr.

Toronto M7A 2B7

416-327-1255 EnerSearch Program

416-327-1253/1256 Technical Information

Fax 416-327-1511

The section assists Ontario **industry** and the **research** community in developing innovative **energy technologies** which will improve energy efficiency or increase supply options. **The EnerSearch Program** will provide **financial assistance** to projects which are proposed, managed and funded by the private sector. The level of assistance given can be up to 50% of the eligible costs depending upon probable energy impact, degree of technical risk, environmental benefits and industrial development potential.

AGENCIES

For background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some agencies of the Ministry of Energy are listed below. Contact the information or communications branch for unlisted agencies.

ONTARIO ENERGY BOARD

ENERGY 18

2300 Yonge St., 26th Flr.

Toronto M4P 1E4

416-481-1967

The Ontario Energy Board has jurisdiction over **energy** related matters including: regulation of **natural gas** rates; municipal franchise approvals; hydrocarbon pipeline construction and related environmental concerns; **expropriations** for utility access; and control of utility accounting procedures.

Natural gas utilities operating in Ontario under the Board's jurisdiction cannot change rates, construct certain facilities or enter into franchise agreements with **municipalities** without first obtaining the approval of the Board through the public hearing process.

The Board also offers advice to the Minister of Energy with regard to **Ontario Hydro**; to the Minister of Natural Resources respecting certain oil and gas production concerns; and to the Lieutenant Governor-in-Council on other energy matters.

ONTARIO HYDRO

ENERGY 19

700 University Ave.
Toronto M5G 1X6
416-592-5111

Ontario Hydro supplies electrical **energy** indirectly to urban centres through 312 associated municipal utilities, and directly to more than 814,000 rural customers, and 100 large industrial customers. The **Ontario Hydro Electrical Inspection Program** (592-3721) provides technical guidance to consultants, contractors, architects, manufacturers and customers on problems concerning installation of **electrical** equipment and adherence to the Electrical Safety Code and is responsible for all inspections. The **Retail Electrical Service and Billing Inquiry Program** (590-2958) answers inquiries on rural service policy and practices. Ontario Hydro operates **Nuclear Communications Centres** in Pickering (416-839-0465), Bruce (519-368-7031) and Darlington (416-623-7122) to provide educational information on **nuclear power** to the public. The **Ontario Hydro Public Reference Centre** has information and documentation on **Ontario Hydro**, and general pamphlet material on energy (592-3331). Ontario Hydro reports to the Legislature through the Minister of Energy. Regional offices are listed below.

93 Bell Farm Rd.
Barrie L4M 1H1
705-728-5521
(Georgian Bay Region)

590 Graham Dr.
P. O. Box 3060
North Bay P1B 8L4
705-472-8000
(Northeastern Region)

420 Dundas St. E.
Belleville K8N 5C3
613-966-6502
(Eastern Region)

34 Cumberland St. N.
Postal Station "P"
Thunder Bay P7A 4L5
807-343-3411
(Northwestern Region)

1075 Wellington Rd.
London N6E 1M1
519-681-1390
(Western Region)

5760 Yonge St.
Willowdale (Metro Toronto) M2M 3T7
416-222-2571
(Central Region)

ACTS

ACTS

ENERGY 20

The Ministry of Energy is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's legal services or communications branch.

Energy Efficiency Act
Ministry of Energy Act

Ontario Energy Board Act
Ontario Energy Corporation Act
Power Corporation Act
Power Corporation Insurance Act
Rural Hydro-Electric Distribution Act
Rural Power District Loans Act

MINISTRY OF THE ENVIRONMENT

135 St. Clair Ave. W.

Toronto M4V 1P5

416-323-4321

The Ministry of the Environment's objective is to protect human health and the ecosystem by ensuring that acceptable environmental standards of air, water and land are maintained.

Established on April 1, 1972, by the Ministry of the Environment Act under Part X of An Act To Provide For The Reorganization Of The Government Of Ontario, the Ministry assumed the powers, duties and functions of the Department of the Environment. These responsibilities included air management (abatement, approvals and criteria), meteorology and air quality, phytotoxicology, auto emission control and related laboratories and waste management.

From the Ontario Water Resources Commission (OWRC), the Ministry acquired responsibility for managing quality and quantity of water, including sanitary engineering, industrial wastes, laboratory and research, and providing sewage and water facilities and relative funding. Environmental health services concerning regulation of septic tanks were transferred to the Ministry from the Department of Health.

DEPUTY MINISTER'S OFFICE

WASTE REDUCTION OFFICE

MOE 1

101 Bloor St. W., Ste. 210

Toronto M5S 1P7

416-325-4440

Fax 416-325-4437

The Waste Reduction Office (WRO) was established by the Ministry of Environment in February 1991 to develop and institute programs and systems aimed at achieving at least 25% waste diversion from disposal by the year 1992 and at least 50% by the year 2000. The **Waste Reduction Action Plan (WRAP)**, is a more intensive and accelerated 3Rs (reduce, reuse, recycle) approach to achieving the waste diversion targets which includes: strong regulatory measures aimed at the private and public sectors to reduce waste at source; development of financial and technical systems for diversion; assistance in the creation of markets; establishment of public, industrial and municipal technical assistance; and coordination of communication and educational programs.

The Waste Reduction Office has created four multistakeholder consultation groups: Residential Dry Sector; Wet Sector; Industrial/Commercial/Institutional Sector; and Waste Management Master Planning, to help establish long-term Ontario waste management policies and practices.

WASTE REDUCTION OFFICE

MOE 2

MARKETING SECTION

101 Bloor St. W., Ste. 201

Toronto M5S 1P7

416-325-4424

The Marketing Section facilitates the sale of secondary materials acquired from Ontario's municipal solid waste-stream and industrial, commercial and institutional waste-stream. The section provides technical assistance to ensure marketability; assists in the development of new uses for secondary materials; establishes a municipal marketing agency; pro-

vides macro-economic and micro-economic information to all stakeholders; develops regulations for the use of secondary materials; develops public sector procurement strategies that target critical secondary materials markets; and prepares market analyses.

WASTE REDUCTION OFFICE
DATA AND INFORMATION SECTION
101 Bloor St. W., Ste. 201
Toronto M5S 1P7
416-325-8728

MOE 3

The Data and Information Section coordinates the **Waste Diversion Information System**. The system acquires and maintains data pertaining to waste management systems such as waste facilities, waste audits and 3Rs diversion programs. This section also assists and supports organizations that develop and maintain waste audit plans.

WASTE REDUCTION OFFICE
POLICY AND PROGRAMS SECTION
2 St. Clair Ave. W., 14th Flr.
Toronto M5S 1P7
416-323-5228

MOE 4

The Policy and Programs Section coordinates the development and implementation of Acts and regulations, government and Ministry policy and guidelines. Other programs include: waste audits; mandatory industrial, commercial, institutional and municipal source separation of waste; and packaging reduction, aimed at achieving the province's waste diversion targets.

This section is also responsible for the development and implementation of the province's **Waste Management Master Planning Program**.

WASTE REDUCTION OFFICE
TECHNOLOGY SECTION
101 Bloor St. W., Ste. 201
Toronto M5S 1P7
416-325-4433

MOE 5

The Technology Section manages the Ministry's involvement in 3Rs technologies for municipal and industrial wastes and associated product development. This section also provides technical assistance in the assessment of applied technologies and ongoing 3Rs technical support for municipalities and the private sector.

WASTE REDUCTION OFFICE
GREATER TORONTO AREA SECTION
101 Bloor St. W., Ste. 201
Toronto M5S 1P7
416-325-4440

MOE 6

The Greater Toronto Area (GTA) Section initiatives to accelerate waste reduction will be undertaken cooperatively by the upper-tier GTA municipalities and Ministry of the Environment through its Waste Reduction Office (WRO). WRO coordinates and reviews plans for GTA capital expenditures; develops and manages information systems and public education for waste diversion programs; develops and manages residential and industrial waste reduction advisory teams and services; and finalizes amendments to municipal and related Acts.

PUBLIC AFFAIRS AND COMMUNICATIONS SERVICES BRANCH

MOE 7

135 St. Clair Ave. W., 2nd Flr.
Toronto M4V 1P5
416-323-4663

This branch establishes communications policy for the Ministry; provides communications advice and support to the Minister and Deputy Minister; and offers consultations to other branches and the public. Activities include liaising with the media, answering public inquiries, and producing and distributing publications and news releases. The Ministry's staff newsletter, Clean Talk, is published by this branch. It also coordinates the development and delivery of the Ministry's educational programs. The branch operates a public information centre, which is located on the ground floor of 135 St. Clair Ave. W.

**PUBLIC AFFAIRS AND COMMUNICATIONS SERVICES BRANCH
PUBLIC INFORMATION CENTRE**

MOE 8

135 St. Clair Ave. W., 1st Flr.
Toronto M4V 1P5
416-323-4321

The bilingual Public Information Centre responds to growing public demand for environmental information.

The walk-in centre, located on the ground floor of 135 St. Clair Ave. W., is open from 9:00am to 4:30pm, Monday to Friday. A wide variety of **publications** and brochures are available through the centre. The staff process requests for technical documents and literature by telephone and mail, and direct the public to **information** sources in other ministries, agencies and governments.

LEGAL SERVICES BRANCH

MOE 9

135 St. Clair Ave. W., 10th Flr.
Toronto M4V 1P5
416-323-4522

The Legal Services Branch counsels the Ministry on the interpretation of statutes and regulations, and the preparation and review of proposed legislation, regulations and other legal documents. Branch lawyers conduct prosecutions under provincial environmental legislation, act as counsel at environmental hearings and provide solicitors' services, including drafting of contracts and settling of claims. The branch is part of the Ministry of the Attorney General.

ENVIRONMENTAL SCIENCES AND STANDARDS DIVISION

ENVIRONMENTAL SCIENCES AND STANDARDS DIVISION

MOE 10

135 St. Clair Ave. W., 14th Flr.
Toronto M4V 1P5
416-323-4358
Fax 416-323-4457

The Environmental Sciences and Standards Division provides scientific, technical, and laboratory support services, and develops programs dealing with waste management, air resources, water resources, hazardous contaminants and pesticides.

This division is also responsible for incorporating a multi-media perspective within standard-setting and program design.

This division provides these services and programs, through its five branches: Air Resources Branch, Hazardous Contaminants Branch, Laboratory Services Branch, Waste Management Branch, Water Resources Branch and the Acid Precipitation Office.

AIR RESOURCES BRANCH

MOE 11

AIR QUALITY AND METEOROLOGY SECTION

125 Resources Rd., E. Wing
Rexdale M9W 5L1
416-235-5768

The Air Quality and Meteorology Section compiles air quality **statistics** from the monitoring instruments across Ontario, and prepares reports to assist regional offices in controlling emissions. The **Air Quality Index** (235-5781; toll-free 1-800-387-7768), which informs the public about air quality in Ontario cities, is produced by the section. It also provides assistance in modelling, emissions, inventories and setting **air** quality objectives and emission standards.

AIR RESOURCES BRANCH

MOE 12

ATMOSPHERIC RESEARCH AND SPECIAL PROGRAMS SECTION

880 Bay St., 4th Flr.
Toronto M5S 1Z8
416-326-1667

The Atmospheric Research and Special Programs Section conducts mobile air **surveys**, performs atmospheric chemistry **research** and operates the provincial deposition monitoring program for **acid rain** and persistent toxic substances. The section also coordinates the air-related research **grants** and environmental technology fund programs. It also coordinates the urban monitoring network for volatile and semivolatile toxic organic substances, dioxins, furans, and urban toxics special studies.

AIR RESOURCES BRANCH

MOE 13

EMISSION TECHNOLOGY AND REGULATION DEVELOPMENT SECTION

880 Bay St., 4th Flr.
Toronto M5S 1Z8
416-326-1657

The Emission Technology and Regulation Development Section develops the Ministry's **air** quality guideline policies and regulations. It reviews air quality aspects of **environmental assessment** and **land use** change; develops and maintains expertise on new and existing air pollution control technologies; undertakes source emission measurements; witnesses and evaluates source emission tests done by others; and develops source testing codes. The section also administers the environment **research** program related to air **contaminants**, their measurement and impact; assesses air **pollution** in Ontario relating to automotive-derived pollutants; and develops Ministry strategy for dealing with pollutants. Inspections and emission tests of **vehicles** are performed to ensure compliance with the **Environmental Protection Act** and Regulation 311. It also enforces diesel smoke control provisions of the **Highway Traffic Act**.

AIR RESOURCES BRANCH
PHYTOTOXICOLOGY SECTION
880 Bay St., 3rd Flr.
Toronto M5S 1Z8
416-326-1601

MOE 14

The Phytotoxicology Section investigates complaints and conducts assessment surveys in the vicinity of **industries**. Information about **air pollution**'s effects on **soils** and **vegetation** (**forests**, **agricultural crops**, **ornamental plants**) throughout Ontario is gathered for environmental management purposes. The section provides complainants with technical reports about alleged sources of pollution for use in negotiating vegetation damage claims. Experiments are conducted in controlled environment facilities to help formulate air and soil quality criteria and standards. The section **researches** the effects of acidic precipitation (e.g., **acid rain**) on terrestrial systems. The section is also responsible for the development of air quality standards for use in approvals and compliance evaluations. Regional offices are listed under Ministry of the Environment, Regional Operations Division.

ACID PRECIPITATION OFFICE
2 St. Clair Ave. W., 8th Flr.
Toronto M4V 1L5
416-323-5051

MOE 15

The Acid Precipitation Office was established in 1979 to plan and supervise the science and abatement activities of the multibranch, multidisciplinary Acidic Precipitation in Ontario Study. The overall mandate is to protect Ontario's environment from the detrimental effects of acid precipitation and other air pollutants subject to long-range transport. The Coordination Office has responsibility for all aspects of Ontario's **acid rain** program, including policy, science, abatement and legal activities, and provision of technical **information** to the public.

WATER RESOURCES BRANCH
WATERSHED MANAGEMENT SECTION
1 St. Clair Ave. W., 7th Flr.
Toronto M4V 1K6
416-323-4867

MOE 16

The Watershed Management Section includes the Urban Rivers and Point Sources Unit, the Hydrology and Monitoring Unit, the Bioassessment Unit and the Agricultural Programs Unit. Impact assessment of municipal and industrial point sources, urban and rural diffuse runoff on rivers is undertaken. Abatement and control strategies are developed and evaluated on a local and watershed basis. The section also participates in the development and technology transfer of predictive modelling techniques and provides guidance on integrated watershed planning approaches for the protection and enhancement of river quality.

Provincial Water Quality and Quantity Monitoring databases, which encompass a broad range of water quality indicators and flow information of over 700 sampling sites, are maintained and made available to the public for specific inquiries.

The Bioassessment Unit operates programs to set Provincial Water Quality Objectives and Sediment Quality Guidelines. This unit also runs the **contaminant in Sportfish Program** resulting in the **publication** of the "**Guide to Eating Ontario Sportfish**", other related biomonitoring programs and studies to assess the genotoxic hazards of discharges to the aquatic environment.

WATER RESOURCES BRANCH
LIMNOLOGY SECTION

MOE 17

Bellwood Acres Rd.
P. O. Box 39
Dorset P0A 1E0
705-766-2412

125 Resources Rd.
Rexdale M9W 5L1
416-235-5792

The Limnology Section at (Dorset) studies the effects of **acidic precipitation** on water systems, and assesses interaction between earth and water systems. Predictive models are developed to relate man-made stresses to present and future aquatic conditions. **Water** quality studies are carried out on inland **lakes** to aid in the development of management plans and to provide a basis for implementing waste source controls and rehabilitation strategies.

The Limnology Section at (Rexdale) carries out **industrial** effluent toxicity testing. Other procedures are used to assess acute and chronic, lethal and sublethal effects on aquatic organisms.

Staff also investigate causes and methods of control of algae and macrophyte problems in acidic and non-acidic lakes. Long-term changes in nutrients and phytoplankton of the Great Lakes and other inland lakes are measured by low-cost monitoring at municipal water treatment plants. The effects of contaminants on phytoplankton and the uptake of contaminants in filamentous algae are also measured in the Great Lakes and inland lakes.

WATER RESOURCES BRANCH
MANAGEMENT SERVICES AND
TECHNICAL CONSULTING SECTION

MOE 18

1 St. Clair Ave., W., 4th Flr.
Toronto M4V 1K6
416-323-4941

The section performs budgetary, operational planning, administrative, financial and human resources services functions of the branch; provides corporate information support and reporting; coordinates and plans branch computer systems; coordinates branch technical consulting services; and provides project management training and application of software for major branch programs.

WATER RESOURCES BRANCH
CANADA-ONTARIO AGREEMENT REVIEW
BOARD

MOE 19

REMEDIAL ACTION PLAN STEERING
COMMITTEE

1 St. Clair Ave., W., 6th Flr.
Toronto M4V 1K6
416-323-4943

This provincial/federal steering committee reports to the Canada-Ontario Agreement (COA) Review Board. The committee coordinates the preparation of 17 Remedial Action Plans; ensures the compatibility of public involvement; plans, review and approves selection of consultants and materials ; manages financial resources required by individual **Remedial Action Plan (RAP)** teams, and provides policy direction, advice and support to

RAP teams in program planning and deliver. This steering committee consists of members of the Ministry of the Environment, Ministry of Natural Resources and Environment Canada.

**WATER RESOURCES BRANCH
GREAT LAKES SECTION**

MOE 20

1 St. Clair Ave. W., 6th Flr.
Toronto M4V 1K6
416-323-4941

The Great Lakes Section provides surveillance, investigations and assessments of near-shore areas, embayments, harbours and connecting channels of the **Great Lakes**. Activities include: examining the effect of pollutant inputs on biological, chemical and physical processes; determining **water** use suitability and interference and investigating trends toward improvement or degradation; warning of emerging problems; recommending abatement measures for the correction of existing problems and prevention of further degradation; developing and assessing the effectiveness of remedial action plans for areas of concern and whole lakes; fulfilling the Canada/Ontario Agreement's requirements for surveillance data and remedial action plans; and assisting the International Joint Commission in evaluating progress towards the Canada/U.S. Water Quality Agreement's objectives. The section also coordinates branch activities related to Ontario Hydro's impact on water quality and Ministry activities related to the Great Lakes Remedial Action Plan (RAP) Program.

**WATER RESOURCES BRANCH
DRINKING WATER SECTION**

MOE 21

1 St. Clair Ave. W., 3rd Flr.
Toronto M4V 1K6
416-323-4941

The Drinking Water Section's plans, policies and strategies focus on the provision of safe **drinking water**. A municipal water quality data base is maintained, and technical advice and support are provided on all aspects of drinking water treatment and distribution, and groundwater quality and quantity management. The section initiates, develops, evaluates and implements drinking water and ground water management **research** programs. Through the preparation of reports, technical papers, presentations and participation in the Ministry's Training and Certification Program, the section keeps Ministry staff, other agencies and the public informed about drinking water and ground water management technology. The section also coordinates the Ministry's well regulation program and issues **water well** contractors' and technicians' **licences**.

**WATER RESOURCES BRANCH
MUNICIPAL-INDUSTRIAL STRATEGY
ABATEMENT OFFICE**

MOE 22

1 St. Clair Ave. W., 5th Flr.
Toronto M4V 1K6
416-323-4915

The Municipal-Industrial Strategy Abatement (**MISA**) Office is responsible for developing the monitoring and compliance regulations for the nine industrial sectors and the municipal sector for the purpose of controlling toxic discharges to Ontario waterways. The office also develops the Sewer Use Control Program for controlling industrial discharges to the sanitary sewers, provides technical advisory service, assists municipalities in developing pollution control plans, and provides project funds for **Beaches Improvement Program**.

MUNICIPAL-INDUSTRIAL STRATEGY ABATE-
MENT OFFICE

MOE 23

DATA MANAGEMENT UNIT

1 St. Clair Ave. W., 3rd Flr.

Toronto M4V 1K6

416-323-4891

The Data Management Unit provides the following functions to the MISA Program. The unit reports on effluent monitoring data pertaining to pollutants discharged from municipalities and industries, and coordinates data management requirements.

MUNICIPAL-INDUSTRIAL STRATEGY

MOE 24

ABATEMENT OFFICE

MUNICIPAL SECTION

1 St. Clair Ave. W., 9th Flr.

Toronto M4V 1K6

416-323-4915

This section provides for the protection of receiving waters from **municipal** point sources and urban and rural non-point sources of **wastewater** and stormwater discharges. **Pollution** control regulations, policies, plans, guidelines and strategies for MISA are developed. The section also maintains information databases on treatment facilities. Specific activities include: watershed management studies, pollution control planning, urban **drainage** management, **sewer**-use control, stormwater management, and technical advisory services. The section assesses and audits program effectiveness and administers province-wide funding activities. For information, contact this section or the regional or district offices listed under Ministry of the Environment, Regional Operations Division.

MUNICIPAL-INDUSTRIAL STRATEGY

MOE 25

ABATEMENT OFFICE

INDUSTRIAL SECTION

1 St. Clair Ave. W., 5th Flr.

Toronto M4V 1K6

416-323-4991

Fax 416-323-2785

This section deals with the protection of receiving waters from direct industrial point sources discharges. **Pollution control** strategies, policies, plans, regulations, and guidelines are developed. The section also maintains information databases on **industrial** process technologies, **wastewater** treatment technologies discharge levels of pollutants and control requirements of other jurisdictions.

WASTE MANAGEMENT BRANCH

MOE 26

WASTE MANAGEMENT POLICY SECTION

2 St. Clair Ave. W., 14th Flr.

Toronto M4V 1L5

416-323-5200

Toll-free 1-800-268-4483

Fax 416-323-5031

This branch coordinates programs concerned with the management of industrial and municipal wastes. The Waste Management Policy Section deals with general waste management policy, **pollution** by municipalities and **industry**, including **hazardous waste**, industrial sludges and pretreatment residues, liquid industrial wastes and their treatment

and disposition at waste management facilities. Related federal-provincial activities are coordinated by the section. It also provides technical support for industrial and municipal waste management, hazardous and liquid industrial waste, diversion, and develops and recommends waste management legislation, regulations, policies, applications for listing and delisting of specific wastes and other technical programs. Complaints about related pollution should be directed to regional or district offices, listed under Ministry of the Environment, Regional Operations Division.

WASTE MANAGEMENT BRANCH
TECHNOLOGY AND SITE ASSESSMENT SECTION

MOE 27

2 St. Clair Ave. W., 12th Flr.

Toronto M4V 1S2

416-323-5200

Toll-free 1-800-268-4483

Fax 416-323-5031

This section conducts research and develops **technology** for the treatment and safe disposal of **municipal** and **industrial** wastes (including **hazardous wastes**) through high temperature incineration, physical/chemical treatment, biological treatment, solidification, etc. The section also develops technology and produces guidelines for the design, siting and operation of **landfills**; evaluates complex hydrogeological studies on new landfill proposals; and provides hydrogeological expertise in the investigation of problem **waste** sites.

WASTE MANAGEMENT BRANCH
MUNICIPAL WASTE SUPPORT PROGRAMS
SECTION

MOE 28

2 St. Clair Ave. W., 14th Flr.

Toronto M4V 1L5

416-323-5200

Toll-free 1-800-268-4483

Fax 416-323-5031

The Municipal Waste Support Programs Section deals with the development and implementation, through technical and financial support, of municipal and industrial **waste** reduction, reuse, and **recycling** (3R) initiatives. Support includes promotion, market development assistance, **grants** for project development (e.g., **municipal** recycling) and demonstrations as well as, on-going assistance for operating municipal recycling programs. **Financial assistance** is also available for existing landfill sites for upgrades, closures, studies and associated work with remedial activities and for capital costs associated with new or expanded landfills, processing facilities or transfer stations. The section also maintains an up-to-date database on secondary materials, including quantities collected, markets and prices.

WASTE MANAGEMENT BRANCH
SPECIAL WASTE AND MANIFEST SECTION

MOE 29

2 St. Clair Ave. W., 14th Flr.

Toronto M4V 1L5

416-323-5200

Toll-free 1-800-268-4483

Fax 416-323-5031

This section deals with the management of special **wastes**, such as **PCBs**, biomedical, asbestos and **radioactive** wastes, including handling, transportation, processing, storage, disposal and incineration. Responsibilities include developing and revising regulations,

policies, standards, guidelines and criteria; supporting regional compliance activities by assisting in the investigation, assessment and operation of special waste sites; administering and maintaining the generator **registration** for the management of liquid industrial and hazardous waste and the manifest program under regulation 309; preparing reports on waste generators, manifest information; and coordinating the branch's computer and electronic data processing needs.

LABORATORY SERVICES BRANCH

MOE 30

125 Resources Rd., Box 213
 Rexdale M9W 5L1
 416-235-5743
 Fax 416-235-5744

The Laboratory Services Branch provides analytical support for the Ministry's **environmental assessments** and regulatory programs. It participates in planning programs, assists in data interpretation, updates analytical methods, and develops procedures for measuring new environmental pollutants. The branch participates in environmental **research** projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human **health**. The technical **library** located on Resources Rd. (235-5751) is open from 8:00am to 4:00pm Monday to Friday. It provides technical information on environment-related matters to Ministry staff and members of the public, and consists of textbooks, journals and Ministry documents. The Central **Laboratory** in Toronto provides technical guidance to the regional laboratories in Thunder Bay, London and Kingston in terms of quality assurance, method development and technology transfer. In addition, a field laboratory supporting the **acid rain** study is maintained in Dorset. The locations of the regional and the field locations are listed below.

Dorset Field Laboratory
 Bellwood Acres Rd.
 P. O. Box 39
Dorset P0A 1E0
 705-766-2412
 Fax 705-766-2254

Southwestern Regional Laboratory
 c/o London Regional Office
 985 Adelaide St. S.
London N6E 1V3
 519-661-2266

Southeastern Regional Laboratory
 c/o Kingston Regional Office
 133 Dalton Ave.
 P. O. Box 820
Kingston K7L 4X6
 613-549-4000

Northwestern Regional Laboratory
 435 James St. S.
Thunder Bay P7C 5G6
 807-475-1275

HAZARDOUS CONTAMINANTS BRANCH

MOE 31

2 St. Clair Ave. W., 12th Flr.
 Toronto M4V 1L5
 416-323-5095

This branch assesses the significance of hazardous **contaminants**, and establishes **standards** for their control. The branch also liaises with other branches of the Ministry and provincial, federal and overseas agencies, and administers the **Pesticides Act** and Regulations.

**HAZARDOUS CONTAMINANTS BRANCH
STANDARDS DEVELOPMENT SECTION**

MOE 32

2 St. Clair Ave. W., 12th Flr.
Toronto M4V 1L5
416-323-5095

This section consists of four units: Risk Assessment, Risk Identification, Biotechnology and Information Technology. Expert advice on environmental toxicology, level of hazardous substances, environmental fate and biotechnology issues are provided to client groups and other Ministry of the Environment branches and regions by the following units.

The Risk Assessment Unit is responsible for the development of comprehensive standards for selected high priority **contaminants**.

The Risks Identification Unit is responsible for determining the level of hazard associated with substances found in the environment.

The Biotechnology Unit is responsible for developing a policy for the regulation of biotechnology products and for the assessment of these products.

The Information Technology Unit is responsible for maintaining the **library** and an information base on substances found in the environment.

**HAZARDOUS CONTAMINANTS BRANCH
PESTICIDES SECTION**

MOE 33

2 St. Clair Ave. W., 12th Flr.
Toronto M4V 1L5
416-323-5095

The Chemical Agents Unit of the section ensures the safe and effective use of **pesticides** and provides technical support to the **Pesticides Control Program** and the Ontario **Pesticides Advisory Committee**.

POLICY DEVELOPMENT AND INTERGOVERNMENTAL RELATIONS DIVISION**POLICY DEVELOPMENT AND
INTERGOVERNMENTAL RELATIONS DIVISION**

MOE 34

135 St. Clair Ave. W., 14th Flr.
Toronto M4V 1P5
416-323-4357

The Policy Development and Intergovernmental Relations Division provides a structure to identify strategic issues; to coordinate policy development; and to coordinate and integrate action by the Ministry and other governments, nationally and internationally.

INTERGOVERNMENTAL RELATIONS OFFICE

MOE 35

2 St. Clair Ave. W., 12th Flr.
Toronto M4V 1M2
416-323-5126
Fax 416-323-5065

This office is responsible for intergovernmental coordination and liaison in the development of external **environmental** policies and programs.

REGIONAL OPERATIONS DIVISION

REGIONAL OPERATIONS DIVISION

MOE 36

135 St. Clair Ave. W., 14th Flr.

Toronto M4V 1P5

416-323-4380

The Regional Operations Division delivers all Ministry services to municipalities, individuals and corporations through a province-wide network of regional, district and sub-offices, as well as one head office.

The regional offices are organized functionally into three sections, each headed by a regional manager. The Abatement Section regulates and controls the amount of **pollutants** emitted by **industries**; controls pollution by **municipalities** and individuals; inspects commercial **water** and **sewage** treatment facilities and **waste** disposal sites; and administers funds from the **Waste Management Improvement Fund** to upgrade municipal waste disposal sites. In all district offices, there is one district officer in charge of abatement. The Utility Operations Section manages and operates water and wastewater treatment plants both provincially owned and on behalf of municipalities. The Technical Assessment Section monitors, studies and analyzes specific projects and ambient **air**, **land** and water conditions; conducts special **environmental research** surveys and studies (e.g., **lakes** and **cottages**); and issues **licences** under the Pesticides Act.

The Ministry's field offices are listed below. For toll-free service, ask the operator for Zenith 33220.

CENTRAL REGION

Regional & District Office

7 Overlea Blvd., 4th Flr.

Toronto M4H 1A8

416-424-3000

Barrie District Office

12 Fairview Rd.

Barrie L4N 4P3

705-726-1730

Muskoka-Haliburton District Office

483 Bethune Dr.

Gravenhurst P0C 1G0

705-687-6647

Halton-Peel District Office

1235 Trafalgar Rd., Ste. 401

Oakville L6H 3P1

416-844-5747

Peterborough District Office

139 George St. N.

Peterborough K9J 3G6

705-743-2972

NORTHEASTERN REGION

Regional & District Office

199 Larch St., 11th Flr.

Sudbury P3E 5P9

705-675-4501

North Bay District Office

1500 Fisher St.

Northgate Plaza

North Bay P1B 2H3

705-476-1001

Parry Sound Sub-Office

74 Church St.

Parry Sound P2A 1Z1

705-746-2139

Sault Ste. Marie District Office

445 Albert St. E.

Sault Ste. Marie P6A 2J9

705-949-4640

Timmins District Office

83 Algonquin Blvd. W.

Timmins P4N 2R4

705-268-3222

NORTHWESTERN REGION

Regional & District Office

P. O. Box 5000
435 James St. S., 3rd Flr.
Thunder Bay P7C 5G6
807-475-1205 Regional Office
807-475-1315 District Office

Kenora District Office

P. O. Box 5150
808 Robertson St.
Kenora P9N 1X9
807-468-2725

SOUTHEASTERN REGION

Regional & District Office

133 Dalton Ave.
P. O. Box 820
Kingston K7L 4X6
613-549-4000

Belleville Sub-Office

Belleville Plaza
470 Dundas St. E.
Belleville K8N 1G1
613-962-9208

Cornwall District Office

205 Amelia St.
Cornwall K6H 3P3
613-933-7402

Ottawa District Office

2435 Holly Lane
Ottawa K1V 7P2
613-521-3450

Pembroke Sub-Office

1000 MacKay St.
Pembroke K8B 1A3
613-732-3643

SOUTHWESTERN REGION

Regional Office

985 Adelaide St. S.
London N6E 1V3
519-661-2200

Chatham Sub-Office

c/o Ministry of Agriculture & Food
435 Grand Ave. W.
P. O. Box 726
Chatham N7M 5L1
519-354-2150

Clinton Sub Office

c/o Ministry of Agriculture & Food
20 King St.
P. O. Box 688
Clinton N0M 1L0
519-482-3428

Owen Sound District Office

1180-20th St. E.
Owen Sound N4K 6H6
519-371-2901

Sarnia District Office

265 Front St. N., Ste. 109
Sarnia N7T 7X1
519-336-4030

Windsor District Office

250 Windsor Ave., 6th Flr.
Windsor N9A 6V9
519-254-2546

WEST-CENTRAL REGION

Regional & District Office

Ontario Government Bldg.
119 King St. W., 12th Flr.
P. O. Box 2112
Hamilton L8N 3Z9
416-521-7640

Cambridge District Office

400 Clyde Rd.
P. O. Box 219
Cambridge N1R 5T8
519-653-1511

Welland District Office

637-641 Niagara St. N.
Welland L3C 1L9
416-384-9896

**DETROIT, ST. CLAIR, ST. MARYS RIVERS
PROJECT**

MOE 37

242A Indian Rd. S., Rm. 203
Sarnia N7T 3W4
519-383-1300

The office plans and coordinates special projects related to the Ministry's activities for future abatement, assessment and monitoring of the Detroit, St. Clair and St. Marys Rivers and Lake St. Clair. It also coordinates the preparation of Binational Remedial Action Plans being developed for the Detroit, St. Clair and St. Marys Rivers.

For further information, contact the project coordinator at the above address.

NIAGARA RIVER IMPROVEMENT TEAM

MOE 38

119 King St. W., 12th Flr.
Hamilton L8N 3Z9
416-521-7640

The Niagara River Improvement Team focuses on the Ministry's efforts to clean up the Niagara River and liaises with other governments on this matter.

The Team is responsible for Ontario's participation in the Niagara River Toxics Management Plan, a four government project to reduce toxic **pollutants** in the river by 50% by 1996. It monitors and reports on Canadian pollution discharges, assesses the environmental effects of **waste** disposal on both sides of the border, and is responsible for the preparation of the Remedial Action Plan for the Ontario side of the river.

For further information, contact the Niagara River Coordinator at the above address.

SPILLS ACTION CENTRE

MOE 39

7 Overlea Blvd., 5th Flr.
Toronto M4H 1A8
416-325-3000
Toll-free 1-800-268-6060

The Spills Action Centre, staffed daily on a 24-hour basis, receives and records province-wide reports of spills as per legislated reporting requirements, and coordinates emergency response. The centre also deals with other **environmental emergencies** after regular office hours.

The **Contingency Planning Office** (325-3000) promotes planning by industries, municipalities, and federal and provincial agencies to control **pollution** caused by emergency spills of contaminants. The office also provides guidance pertaining to Part IX (**Spills Bill**) of the **Environmental Protection Act**.

INVESTIGATIONS AND ENFORCEMENT BRANCH

MOE 40

250 Davisville Ave., 5th Flr.
Toronto M4S 1H2
416-440-3510
Fax 416-440-3539

The Investigations and Enforcement Branch is vested with the responsibility for all aspects of **environmental** enforcement within the Ministry. This mandate encompasses the enforcement of the **Environmental Protection Act**, **Ontario Water Resources Act**, **Environmental Assessment Act** and **Pesticides Act**. The branch complements the abate-

ment and control activities of the Regional Operations Division through effective investigation and enforcement activity.

Regional Offices are listed below.

West Central Region
119 King St. W., 9th Flr.
P. O. Box 2112
Hamilton L8N 3Z9
416-521-7640

Southeast Region
133 Dalton St.
P. O. Box 820
Kingston K7L 4X6
613-549-4000

Southwest Region
985 Adelaide St. S.
London N6E 1V3
519-661-2200

Northeast Region
199 Larch St., 11th Flr.
Sudbury P3E 5P9
705-675-4501

Northwest Region
435 James St. S., 3rd Flr.
P. O. Box 5000
Thunder Bay P7C 5G6
807-475-1205

Central Region
7 Overlea Blvd., 4th Flr.
Toronto M4H 1A8
416-424-3000

ENVIRONMENTAL PLANNING AND PREVENTION DIVISION

ENVIRONMENTAL PLANNING AND PREVENTION DIVISION

MOE 41

250 Davisville Ave.
Toronto M4S 1H2
416-440-3713

This office coordinates the activities of the Environmental Assessment Branch, Approvals Branch, Project Engineering Branch, and Environmental Planning Branch, described in separate entries.

ENVIRONMENTAL ASSESSMENT BRANCH

MOE 42

250 Davisville Ave., 5th Flr.
Toronto M4S 1H2
416-440-3450
Fax 416-440-3771

This branch coordinates the development and administration of the **Environmental Assessment Act** and its regulations. Organizations subject to the Act (e.g., municipalities, provincial ministries and agencies, conservation authorities) are required to consult with affected interest groups and to submit **environmental assessments** of proposed projects, indicating need and basis for selection from a range of alternatives. The branch coordinates reviews of each environmental assessment to inform and advise decision makers, proponents and the public on the acceptability and approvability of the project. Public records containing the environmental assessment and its review are maintained in the branch and made available to the public. The branch provides advice on requirements of the Environmental Assessment Act, as well as, opinions on the status of related projects.

An Environmental Assessment Program Improvement Project is currently undertaking a comprehensive public review of the program leading to legislative, regulatory and administrative improvements.

APPROVALS BRANCH
INDUSTRIAL APPROVALS SECTION
250 Davisville Ave., 3rd Flr.
Toronto M4S 1H2
416-440-3713

MOE 43

This section processes applications submitted by the industrial sector for the establishment of **industrial** liquid effluent treatment works, **air** emission control devices, solid and liquid **waste** disposal facilities and disposal systems, as required by the Ontario Water Resources Act and/or the Environmental Protection Act. The section also coordinates the Ministry's reviews of proposals for solid and liquid waste disposal facilities and systems submitted to the Minister under the Environmental Assessment Act.

The Noise Assessment and Systems Support Unit (440-3588) assists regional and district offices by evaluating the relationship between new or existing land use and **noise** or vibration impact (e.g. new development proposals, highways, railways, aircraft etc.). Emissions from sources of environmental noise and vibration, and control and abatement of sources under provincial jurisdiction are measured and analyzed. The unit also reviews noise and vibration potential from projects subject to the **Environmental Assessment Act**.

APPROVALS BRANCH
MUNICIPAL APPROVALS SECTION
250 Davisville Ave., 3rd Flr.
Toronto M4S 1H2
416-440-3713

MOE 44

This section processes applications submitted by the municipal and private sectors for the establishment of **municipal water** and **sewage** works, including water distribution systems, water storage facilities, potable water supplies, sanitary and storm sewers, storm water management work, sewage pumping stations, force mains and sewage treatment works, as required by the Ontario Water Resources Act, the Environmental Protection Act and the Environmental Assessment Act.

On-Site Sewage System and Boating Unit provides assistance in issuing approvals for sewage systems under Part VII of the Environmental Protection Act. This unit is also the repository for Regulations 305 and 310 respecting discharge of sewage wastes from pleasure boats.

APPROVALS BRANCH
ADMINISTRATION AND RECORDS SERVICES
SECTION
250 Davisville Ave., 3rd Flr.
Toronto M4S 1H2
416-440-3713

MOE 45

This section provides administrative support services to the branch.

The section issues licences to installers of **septic systems** and haulers of sludge/sewage from septic tanks/holding tanks. Applicants should initially contact the regional and district offices listed under Ministry of the Environment, Regional Operations Division.

The Pesticides Licencing Unit issues exterminator, operator and vendor **licences** for the sale and use of **pesticides**.

PROJECT ENGINEERING BRANCH
PROJECTS SECTION
250 Davisville Ave., 5th Flr.
Toronto M4S 1H2
416-440-3796

MOE 46

The Projects Section coordinates the development and construction of Ministry capital projects, e.g. **water** supply, **sewage** systems and **water pollution control** facilities for municipalities. Arrangements are made for design work and financial analysis, including details on grants available, calling of **tenders** and awarding of contracts, and project management by the Ministry. The section also administers **grants** for certain sewage and water works to municipalities qualifying under the Ministry's priority rating system and to small communities for upgrading private sewage or water systems. For information, contact regional or district offices listed under Ministry of the Environment, Regional Operations Division.

PROJECT ENGINEERING BRANCH
PROJECT SERVICES AND CONTRACTS SECTION
250 Davisville Ave., 5th Flr.
Toronto M4S 1H2
416-440-3780

MOE 47

The Project Services and Contracts Section responds to contractual, **lien**, **bond** and insurance-related claims arising out of Ministry capital projects. **Tenders** are received and execution is arranged for construction contracts. The section carries out engineering audits of municipal water and sewage works projects funded by Ministry grants. It administers the LifeLines program, and provides representation on committees and drafts wording for national and provincial standards related to **water** and **sewage** works.

ENVIRONMENTAL PLANNING BRANCH
LAND USE PLANNING SECTION
250 Davisville Ave., 3rd Flr.
Toronto M4S 1H2
416-440-3713

MOE 48

The Land Use Planning Section advises other government agencies and the private sector on **environmental** and **land use planning**. Responsibilities include preparing policies and advisory guidelines; serving as a resource and providing support for the delivery of land use plan review program; coordinating response to provincial initiatives on environmental planning; and coordinating technical review of projects, subject to the Environmental Assessment Act, as input to the government review.

ENVIRONMENTAL PLANNING BRANCH
NIAGARA ESCARPMENT PLANNING SECTION
250 Davisville Ave., 3rd Flr.
Toronto M4S 1H2
416-440-3713

MOE 49

The Niagara Escarpment Planning Section is responsible for development permit appeal decisions and Niagara Escarpment Plan amendments.

CORPORATE RESOURCES DIVISION**CORPORATE RESOURCES DIVISION**

MOE 50

135 St. Clair Ave. W., 14th Flr.
Toronto M4V 1P5
416-323-4382

The Corporate Resources Division undertakes fiscal and socioeconomic analysis, supports environmental research, and provides management audit, administrative, as well as, systems information management services. The division also provides central agencies liaison and ensures the effective utilization of human and financial resources in support of Ministry programs and activities for the protection of the environment. The division has responsibility for the Ministry's compliance with Freedom of Information and Privacy Protection and French Language Services legislation.

**FISCAL PLANNING AND ECONOMIC ANALYSIS
BRANCH**

MOE 51

135 St. Clair Ave. W., 11th Flr.
Toronto M4V 1P5
416-323-4554

The Fiscal Planning and Economic Analysis Branch provides socioeconomic and fiscal analysis and evaluates services to support program development and to assess the impact of such activities on the public, private and municipal sectors. The branch also maintains Ministry liaison and coordination with central agencies, including the development of Cabinet and Management Board submissions.

RESEARCH AND TECHNOLOGY BRANCH

MOE 52

135 St. Clair Ave. W., 12th Flr.
Toronto M4V 1P5
416-323-4574

The Research and Technology Branch coordinates all environmental research funded by the Ministry and administers the following funding programs: the Environmental Research Program, the Environmental Technologies Program and the Miscellaneous Grants Program. The branch is also responsible for technology transfer functions including coordination of annual Technology Transfer Conference.

HUMAN RESOURCES BRANCH

MOE 53

40 St. Clair Ave. W., 6th Flr.
Toronto M4V 1M2
416-323-4444

The Human Resources Branch provides a full range of services and advice to the Ministry on all government human resource legislation, policies, issues and management trends. This includes recruitment; determination of appropriate classification and compensation; employee grievances; working conditions, terms of employment, compliance with occupational health and safety regulations; pay and benefits administration; pay equity; educational programs; counselling; youth and special employment programs.

The Training and Certification Section develops, administers and presents courses on **environmental** subjects and classification and **certification** programs based on legislation and/or ministry policy.

Employment Equity ensures equal opportunity employment by raising the level and diversifying the occupational distribution of racial minorities, disabled persons, francophones, aboriginals and women.

**FINANCIAL AND CAPITAL MANAGEMENT
BRANCH**

MOE 54

135 St. Clair Ave. W., 6th Flr.
Toronto M4V 1P5
416-323-4275

The Financial and Capital Management Branch provides financial management and accounting services to facilitate delivery of the Ministry's environmental programs. It is responsible for the coordination and control of the management reporting and financial management of the Ministry's investment in water and sewage works. The latter includes financing terms and costs of operation of provincial water and sewage facilities, special funds, cost sharing agreements and grants administered by the Ministry. The branch collects revenue owing to the province under agreements and contracts, mainly for the provision of **water** and **sewage** service to municipalities.

**SYSTEMS INFORMATION AND TECHNOLOGY
BRANCH**

MOE 55

65 St. Clair Ave. E., 6th Flr.
Toronto M4T 2Y3
416-323-2602

The branch provides support in the development and implementation of the Ministry's information, communication and computer system plans, standards and technology. The branch coordinates the management of the Ministry's data, as well as, providing education and training to staff in information systems concepts, technology management and use.

ADMINISTRATIVE SERVICES BRANCH

MOE 56

135 St. Clair Ave. W., 8th Flr.
Toronto M4V 1P5
416-323-4242

The Administrative Services Branch provides the following corporate services: purchasing, assets coordination, accommodation, telecommunications, records management, fleet management, administrative policy coordination, printing and mailing. The branch also coordinates Ministry activities concerning **Freedom of Information** and Protection of Individual Privacy legislation.

MANAGEMENT AUDIT BRANCH

MOE 57

135 St. Clair Ave. W., 12th Flr.
Toronto M4V 1P5
416-323-4474

The Management Audit Branch is responsible for carrying out a comprehensive program of internal audit by examining and evaluating financial and management controls within the Ministry.

FRENCH SERVICES OFFICE
135 St. Clair Ave. W., 5th Flr.
Toronto M4V 1P5
416-323-4594

MOE 58

The French Services Office coordinates the planning, development and implementation of Ministry services in French.

AGENCIES

For background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some agencies of the Ministry of the Environment are listed below. Contact the information or communications branch for unlisted agencies.

ENVIRONMENTAL ASSESSMENT BOARD
INTERVENOR FUNDING PROJECT ACT
2300 Yonge St., Ste. 1201
Toronto M4P 1E4
416-323-4806

MOE 59

Under the Intervenor Funding Act, 1988, the Environmental Assessment Board may, at the request of intervenors, hold a funding hearing to determine if such intervenors should receive funding for participation during a hearing under the Environmental Assessment Act, the Environmental Protection Act, or the Ontario Water Resources Act. Funding is provided by the proponent for which approval of the undertaking is sought. The Act also sets out the criteria for funding eligibility and amends other legislation to enable the Board to award costs at the conclusion of a hearing. Cost awards are not limited to those used by courts.

ENVIRONMENTAL ASSESSMENT BOARD
ONTARIO WATER RESOURCES ACT
2300 Yonge St., Ste. 1201
Toronto M4P 1E4
416-323-4806

MOE 60

The Environmental Assessment Board holds public hearings under the Ontario Water Resources Act (OWRA) with respect to applications for approval of the construction or extension of sewage works. Hearings are generally required when a **municipality** intends to establish or extend **sewage** works in or into another municipality. If no objection to the proposal is received, a decision may be made without a hearing. Facilities within a single municipality may, but do not necessarily, require a hearing. The Board's decisions are appealable to Cabinet or, on a question of law, to the Divisional Court.

ENVIRONMENTAL ASSESSMENT BOARD
ENVIRONMENTAL PROTECTION ACT
2300 Yonge St., Ste. 1201
Toronto M4P 1E4
416-323-4806

MOE 61

The Environmental Assessment Board holds public hearings on the issuance of certificates of approval for waste management facilities under the Environmental Protection Act (EPA). Hearings are mandatory to establish or extend waste disposal sites which accept the domestic garbage of 1500 or more people, and for hauled liquid industrial waste or **hazardous waste** disposal sites. Hearings are discretionary in other cases. The Board

makes decisions which are appealable to Cabinet or, on a matter of law, to the Divisional Court.

**ENVIRONMENTAL ASSESSMENT BOARD
ENVIRONMENTAL PROTECTION ACT
BOARD OF NEGOTIATION**

MOE 62

2300 Yonge St., Ste. 1201
Toronto M4P 1E4
416-323-4806

The Board of Negotiation provides a mechanism for negotiating claims concerning contaminant damage to property. Under the Environmental Protection Act (EPA) an investigation may determine that the damage or injury to vegetation or livestock is caused by a contaminant and that the injury will result in economic loss. If this is the case and the parties involved are unable to come to an agreement regarding damages, the Board of Negotiation can be called upon to help negotiate a settlement. The Board of Negotiation meets with both parties and in an informal manner proceeds to negotiate a settlement of claim. The procedure is without prejudice of any subsequent legal proceedings.

**ENVIRONMENTAL ASSESSMENT BOARD
ENVIRONMENTAL ASSESSMENT ACT**

MOE 63

2300 Yonge St., Ste. 1201
Toronto M4P 1E4
416-323-4806

The Environmental Assessment Board holds public hearings on the impact of major development proposals under the Environmental Assessment Act (EAA). After an **environmental assessment** and the Government's review have been made public, any person (including the Minister of the Environment) can request a hearing by written notice. The Board's decision may be varied or rescinded only by the Minister, with the approval of the Lieutenant-Governor-in-Council. Hearings are also held under three other statutes. For information, see the other entries under Ministry of the Environment, Environmental Assessment Board.

**ENVIRONMENTAL ASSESSMENT BOARD
CONSOLIDATED HEARINGS ACT
OFFICE OF CONSOLIDATED HEARINGS**

MOE 64

2300 Yonge St., Ste. 1201
Toronto M4P 1E4
416-323-4806

Under the Consolidated Hearings Act (CHA), the **Environmental Assessment Board** holds public hearings in conjunction with the Ontario Municipal Board. This occurs when a proposal requires more than one tribunal hearing under the Acts set out in the Schedule to the Consolidated Hearings Act, 1981. The Hearings Registrar must receive written notice from the proponent, specifying the nature of the undertaking, required hearings, and governing Acts. The matter is then referred to the Chairmen of the two boards, who establish a joint board for the hearing. The board's decision can be varied or rescinded only by the Lieutenant-Governor-in-Council or, on a question of law, may be appealed to the Divisional Court.

ENVIRONMENTAL APPEAL BOARD

MOE 65

112 St. Clair Ave. W., 5th Flr.

Toronto M4V 1N3

416-323-5235

Fax 416-324-4908

The Environmental Appeal Board was established by the Environmental Protection Act, 1971. Under the **Environmental Protection Act**, the **Ontario Water Resources Act**, and the **Pesticides Act**, individuals or corporations who are directly affected by a decision of a director can appeal to the Board. The Board may initiate an appeal hearing to confirm, alter or revoke the decision of the director or may substitute its opinion for that of the director.

PESTICIDES ADVISORY COMMITTEE

MOE 66

135 St. Clair Ave. W., 9th Flr.

Toronto M4V 1P5

416-323-4552

This committee advises the Minister of the Environment on matters pertaining to pesticides. It annually reviews the **Pesticides Act** and Regulations, and government publications respecting pesticides and the **control of pests**. The committee also recommends classifications for all new **pesticide** products prior to their marketing and use in Ontario; administers and evaluates the results of a **research** program on pesticides; and publishes an annual report which is available to interested parties upon request. For other Ministry publications on pests and pest control, and information on pesticide licencing, contact the Hazardous Contaminants Branch, Pesticides Section.

MISA ADVISORY COMMITTEE

MOE 67

112 St. Clair Ave. W., Ste. 502

Toronto M4V 1N3

416-965-1400

The MISA (Municipal-Industrial Strategy for Abatement) Advisory Committee was formed by Order-in-Council in November 1986. This committee provides advice and recommendations to the Minister of the Environment on the content of draft regulations relating to the monitoring and control of waste water effluents. The draft monitoring and limits regulations are prepared by industrial and municipal sectoral Joint Technical Committees under the direction of the MISA Office, Water Resources Branch. The committee's eight members review draft regulations and other issues on request, and provide an expert "third party" opinion. The Advisory Committee publishes an annual report which includes a compendium of advisory correspondence, and is available to interested parties upon request. A small library of MISA-related documents is maintained at the Advisory Committee offices.

ONTARIO WASTE MANAGEMENT CORPORATION

MOE 68

2 Bloor St. W., 11th Flr.
Toronto M4W 3E2
416-923-2918
Toll-free 1-800-268-1179

Regional Office
Village Square Mall
Hwy. 20 and Industrial Rd.
Smithville L0R 2A0
416-957-2367
Toll-free 1-800-668-9410

The Ontario Waste Management Corporation (OWMC) was established in 1981 by the Ontario Government to develop and implement a liquid **industrial** and **hazardous wastes** management system for the province. OWMC also provides information assistance to industry in the reduction, **recycling** and reuse of wastes, and plans to implement a program to enhance the collection and transfer of waste in the province.

OWMC participates in general public and school education programs to inform public and industry on hazardous waste management and treatment. The Corporation offers printed materials, industrial seminars, a speakers' bureau, and audio-visual materials, as well as, direct assistance programs for industry. For public or general information, contact the Communications and Public Affairs Department. For industrial assistance or technical information, contact the Marketing and Sales Department.

In September 1985, the Corporation selected a site in the Township of West Lincoln, Regional Municipality of Niagara, after evaluating more than 150 possible locations. This decision was the result of a three and a half year site selection process and was followed by a detailed site and site vicinity examination to confirm that the West Lincoln site was a suitable location. OWMC proposes to build and operate a modern industrial waste treatment and disposal facility on the site.

A draft Environmental Assessment (EA) was submitted to the Ministry of the Environment in February 1988 and circulated to other government ministries, agencies and the public for their review. The final EA was reviewed once again by all government ministries and agencies and a Notice of Completion was issued to OWMC by the Ministry of the Environment in September 1989. A formal hearing before a Joint Board under the Consolidated Hearings Act began in February, 1990 and is continuing to examine the OWMC proposal.

ENVIRONMENTAL ASSESSMENT ADVISORY COMMITTEE

MOE 69

65 St. Clair Ave. W., 7th Flr.
Toronto M4T 2Y3
416-323-2666

This Committee advises the Minister of the Environment, upon request, on matters relating to the policy and application of the Environmental Assessment Act to public and private sector projects and activities in Ontario. The committee also monitors all such requests and decisions.

ADVISORY COMMITTEE ON ENVIRONMENTAL STANDARDS

MOE 70

2 St. Clair Ave. W., 12th Flr.
Toronto M4V 1L5
416-323-5036
Fax 416-323-5080

Mailing Address:

135 St. Clair Ave. W., Ste. 100
Toronto M4V 1P5

The Committee was established in May, 1990, to advise the Minister of the Environment with respect to standards for environmental contaminants following consideration of public input and pertinent scientific, legal, economic and sociocultural issues.

The Committee is an independent advisory body made up of professionals with expertise in the scientific, economic, social and legal fields and was set up with the intent of opening up the process of standard setting to provide for public involvement.

In conducting public consultation on acceptable levels of a particular environmental contaminant, the Committee will publish a Notice of Intent in the Ontario Gazette, as well as, contact potentially interested parties on its mailing list.

HAZARDOUS WASTE ADVISORY COMMITTEE

MOE 71

2 St. Clair Ave. W., 14th Flr.
Toronto M4V 1P5
416-323-5226
Fax 416-323-5080

The Hazardous Waste Advisory Committee (HWAC) advises the Minister of the Environment on categorization (listing) and review (delisting) of hazardous wastes in Regulation 309. It is an independent group of experts in environmental and social sciences, public health, policy analysis and hazardous waste management appointed by the Minister. "A Guide To Hazardous Waste Categorization and Review" can be obtained by contacting the Ministry of Environment's Public Information Centre at (416-323-4321).

ENVIRONMENTAL COMPENSATION CORPORATION

MOE 72

2300 Yonge St., Ste. 1203
Box 2382
Toronto M4P 1E4
416-323-4826
Fax 416-323-2754

The Environmental Compensation Corporation (ECC) is an Ontario Crown Corporation established under Part IX of the Environmental Protection Act. It helps spill victims and handles applications for financial **compensation** when loss or damage results from spills of **pollutants**. The ECC may compensate for bodily injury, cleanup cost, property damage and economic loss. Spill victims must notify the ECC in writing as soon as possible. Victims include those damaged by a spilled pollutant which they neither owned nor controlled, and owners and controllers of the spilled pollutant who were not liable at common law but paid compensation to other victims. The ECC has information brochures available to assist victims.

WASTE REDUCTION ADVISORY COMMITTEE

MOE 73

119 King St. W., 9th Flr.

Hamilton L8N 3Z9

416-521-7578

Fax 416-521-7181

The Waste Reduction Advisory Committee (WRAC), formerly the Recycling Advisory Committee, was established by Order-in-Council in July 1990. WRAC's primary role is to advise the Minister of the Environment on the means of reducing and diverting solid waste from landfill and incineration. Generally, WRAC advises the Minister on achieving the province's waste diversion goal of 50% by the year 2000.

WRAC is a multi-stakeholder group consisting of representatives from the industrial, waste management, environmental and municipal sectors. The Committee provides a broad-based forum for discussion on the development of government policy regarding the source reduction, reuse, recycling and composing of waste. The term "waste" in WRAC's mandate includes residential, commercial, institutional and industrial non-hazardous solid waste, as well as household hazardous waste.

WRAC's work is carried out by seven sub-committees: Communication and Education, Composting, Packaging, Recycling, Reduction and Reuse, Strategic Planning, and Target Management. WRAC maintains an office in Hamilton and is supported by a staff of three. Free publications on various topics are available.

NIAGARA ESCARPMENT COMMISSION

MOE 74

232 Guelph St.

Georgetown L7G 4B1

416-877-5191

The Commission administers a land-use and development **permit** program in the Niagara Escarpment area to ensure that the Escarpment is preserved substantially as a natural **environment** and that development is compatible with that environment.

The Commission is also the main source of **information** for the Niagara Escarpment and the Niagara Escarpment Plan.

Contact the Georgetown office (416-877-5191) for Dufferin County and the Regional Municipalities of Halton and Peel; the Thornbury office (519-599-3340) for the Counties of Bruce, Grey and Simcoe; and the Grimsby office (416-945-9235) for the Regional Municipalities of Hamilton-Wentworth and Niagara. From Toronto and Brampton, call 416-453-2468.

NIAGARA ESCARPMENT DEVELOPMENT
CONTROL HEARING OFFICE

MOE 75

2300 Yonge St. Ste. 1201

Toronto M4P 1E4

416-323-2799

This office conducts hearings on appeals of decisions made by the **Niagara Escarpment Commission**.

**ONTARIO ROUND TABLE ON ENVIRONMENT
AND ECONOMY**

MOE 76

790 Bay St., Ste. 1003

Toronto M7A 1Y7

416-327-2032

Fax 416-327-2197

Ontario Round Table on Environment and Economy was established by the government in direct response to the 1987 reports of the National Task Force on Environment and Economy and The World Commission on Environment and Development (Brundtland Commission).

Ontario Round Table is composed of 22 senior decision makers representing government, industry, academe, labour, non-government organizations, agriculture and native peoples. Its mission is to foster and promote sustainable development in Ontario.

The Round Table is supported in its activities by a Secretariat.

ACTS**ACTS** MOE 77

The Ministry of the Environment is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's legal services or communications branch.

Consolidated Hearings Act, 1981

Environmental Assessment Act

Environmental Protection Act

Ministry of the Environment Act

Niagara Escarpment Planning and Development Act

Ontario Waste Management Corporation Act, 1981

Ontario Water Resources Act

Pesticides Act

MINISTRY OF FINANCIAL INSTITUTIONS

555 Yonge St., 8th Flr.

Toronto M7A 2H6

The Ministry of Financial Institutions has a two-fold mandate: first, the Ministry regulates financial institutions in a manner which maintains their solvency, protects the interest of the public and ensures confidence in the system through its Financial Standards Program; the second objective is to maximize the economic contribution of the financial institutional sector to the total economic growth of the province.

The Ministry's Financial Standards Program consists of four activities that provide for the regulation, supervision and policy direction of financial institutions operating in Ontario. The focus of the program is to safeguard the interests of the public dealing with the financial service sector while creating a business climate to increase Ontario's domestic and international competitiveness. This is achieved through disclosure to the public of the essential elements of business transactions including the issuing of securities, registration and licensing of persons dealing with the public to ensure competency and honesty in their dealings, and examination and surveillance of the financial standing and practices of firms. In addition, this program provides for the administration of the Motor Vehicle Accident Claims Act in respect of adjustment claims and payment of damages occasioned by the operation of stolen, unidentified or uninsured motor vehicles.

The administrative program encompasses the Deputy Minister's Office, Finance and Administration, Policy and Planning Branch and the Legal Services Branch. Administrative support services are provided by the Ministry of Consumer and Commercial Relations.

DEPOSIT INSTITUTIONS DIVISION

DEPOSIT INSTITUTIONS DIVISION

MFI 1

555 Yonge St., 6th Flr.

Toronto M7A 2H6

416-326-9263

The Deposit Institutions Division consists of two main areas of responsibility, headed by a Director of Credit Unions and Cooperatives, and a Director of Loan and Trust Corporations.

The Assistant Deputy Minister of the division, who is the Superintendent of Deposit Institutions, regulates and supervises Ontario's deposit-taking industry in order to ensure high levels of depositor safety.

CREDIT UNIONS AND COOPERATIVES SERVICES BRANCH

MFI 2

555 Yonge St., 6th Flr.

Toronto M7A 2H6

416-326-9300

The Credit Unions and Cooperatives Services Branch, under the Superintendent of Deposit Institutions, administers the **Credit Unions and Caisses Populaires Act** and the **Cooperative Corporations Act**.

The objective is to bring about compliance with the Credit Unions and Caisses Populaires Act and ensure adherence to sound business and financial practices, through the examination process, to protect the interests of **credit union** and **caisse populaire** members and

their deposits. Standards are established for capital and surplus, assets-liability matching and levels of liquidity. The branch **incorporates** credit unions, caisses populaires and **cooperatives**. Deposits in credit unions and caisses populaires are insured with the **Ontario Share and Deposit Insurance Corporation (OSDIC)**.

LOAN AND TRUST CORPORATIONS BRANCH

MFI 3

555 Yonge St., 7th Flr.
Toronto M7A 2H6
416-326-9000

The Loan and Trust Corporations Branch, under the Superintendent of Deposit Institutions, administers the provisions of the **Loan and Trust Corporations Act** and the **Mortgage Brokers Act**.

The branch **licences** and regulates **loan companies**, **trust companies** and **mortgage brokers**, and answers inquiries from savers and borrowers on proposed registrations. Deposits with Ontario registered loan and trust companies are insured with the **Canada Deposit Insurance Corporation**.

ONTARIO INSURANCE COMMISSION

ONTARIO INSURANCE COMMISSION

MFI 4

5160 Yonge St., 15th Flr.
North York M2N 6L9
416-250-7250
Toll-free 1-800-668-0128 (24 hour info)
Fax 416-590-7070

The Ontario Insurance Commission regulates all aspects of insurance matters including the protection of consumers against unfair insurance business practices.

The business functions of the commission are organized into three main areas, comprising the Commissioner's Office, the Deputy Commissioner's Office and the Superintendent's Office.

Created by legislation passed in May, 1990, the purpose of the commission is to ensure public confidence in the insurance industry by monitoring industry activity to safeguard solvency, preserving high standards of conduct for industry practices, invoking disciplinary action when required and providing marketplace information and assistance to consumers.

The commission administers: **Canadian Insurance Exchange Act**, **Guarantee Companies Securities Act**, **Compulsory Automobile Insurance Act**, **Motor Vehicle Accident Claims Act**, **Insurance Act**, **Investment Contracts Act**, **Prepaid Hospital and Medical Services Act**, **Marine Insurance Act** and has certain duties under the **Registered Insurance Brokers Act**.

AGENTS AND ADJUSTERS SECTION

MFI 5

5160 Yonge St., 16th Flr.
North York M2N 6L9
416-590-7253
Fax 416-590-7073

The Agents and Adjusters Section is charged with the licensing and regulation of all **insurance agents**, independent insurance adjusters and investment contracts salespeople in Ontario. This section also **licenses** and regulates insurance agencies and partnerships, as well as licensing adjusting firms.

COMMUNICATIONS SECTION

MFI 6

5160 Yonge St., 15th Flr.
North York M2N 6L9
416-590-7172
Fax 416-590-7070

Communications Section develops strategies for marketing and promotion, provides a range of information and education materials including publications, displays and videos, oversees media relations activities, coordinates a speakers' bureau and special events for internal and external audiences.

CORPORATE LICENSING AND PROJECT ANALYSIS BRANCH

MFI 7

5160 Yonge St., 16th Flr.
North York M2N 6L9
416-590-7217
Fax 416-590-7073

Corporate Licensing and Project Analysis deals with licensing responsibilities and special projects. This branch is equipped to provide the entire commission with an actuarial research capability.

DISPUTE RESOLUTION BRANCH

MFI 8

5160 Yonge St., 14th Flr.
North York M2N 6L9
416-590-7090
Fax 426-590-7077

Dispute Resolution Branch provides a mediation and arbitration process for disputes arising from an individual's claim to **automobile accident** benefits for bodily injury.

EXAMINATIONS BRANCH

MFI 9

5160 Yonge St., 16th Flr.
North York M2N 6L9
416-590-7223
Fax 416-590-7073

Examinations Branch ensures that Ontario **insurance** companies are financially sound to protect policyholders and comply with legislation, regulations and policy.

MARKET CONDUCT BRANCH

MFI 10

5160 Yonge St., 16th Flr.
North York M2N 6L9
416-590-7113
Toll-free 1-800-668-0128
Fax 416-590-7070

Market Conduct Branch protects the public from unfair insurance business practices. It answers **consumers complaints** and deals with **insurance** companies and brokers to clarify claims and underwriting issues relating to all types of insurance. The branch's investigative service is available in cases of suspected fraud.

MOTOR VEHICLE ACCIDENT CLAIMS FUND

MFI 11

5160 Yonge St., 14th Flr.
North York M2N 6L9
416-250-1422
Fax 416-590-7076

The Motor Vehicle Accident Claims Fund (MVACF) provides automobile **accident** victims with **compensation** for bodily injury where no insured person involved in the accident can be identified. In the case of damage to property not otherwise insured against vehicle impact (e.g. hydro and telephone poles or self-insured municipal property), both the owner and driver of the uninsured vehicle must be identified.

RATES AND CLASSIFICATIONS BRANCH

MFI 12

5160 Yonge St., 15th Flr.
North York M2N 6L9
416-590-6064
Fax 416-590-7070

Rates and Classifications Branch reviews and approves **automobile insurance** rates to ensure statutory standards are met and rates are just and reasonable, in respect of the risk involved and not excessive nor inadequate so that insurer solvency is impaired.

ONTARIO SECURITIES COMMISSION**ONTARIO SECURITIES COMMISSION**

MFI 13

20 Queen St. W., Ste. 1800
Toronto M5H 3S8
416-597-0681

The Ontario Securities Commission maintains a list of **reporting issuers** and records filings of insider trading, proxy solicitation material, financial statements and take-over bids for the benefit of investors. It processes **prospectus** offerings of **securities** and applications for exemption, as well as applications for transfer or release of securities from escrow. The Commission **registers** and investigates **consumer complaints** about **stockbrokers**, their salespersons and **investment** advisers and commodity futures dealers, their salespersons and advisers. It also investigates complaints about actions by companies affecting the value of securities and answers general questions about **commodity** futures trading.

The Ontario Securities Commission administers the following legislation: **Commodity Futures Act; Deposits Regulation Act; Securities Act; Toronto Futures Exchange Act, 1983; Toronto Stock Exchange Act, 1982;** certain provisions of the **Business Corporations Act, 1982;** and certain provisions of the **Corporations Act.**

PENSION COMMISSION OF ONTARIO**PENSION COMMISSION OF ONTARIO**

MFI 14

101 Bloor St. W., 9th Flr.
Toronto M7A 2K2
416-963-0522

The Pension Commission of Ontario administers the **Pension Benefits Act, 1987**, which requires the **registration** and regulation of all private (i.e., company) **pension** plans covering **employees** in Ontario. Along with encouraging the establishment of new pension plans, the Commission also provides information (including the quarterly P.C.O. Bulletin) and advice to the general public, pension plan administrators and the pension industry regard-

ing Ontario's pension legislation. The Commission does not handle any of the federal pension plans or provincial social service programs.

AUTOMOBILE INSURANCE REVIEW

AUTOMOBILE INSURANCE REVIEW

MFI 15

10 Wellesley St. E., 2nd Flr.
Toronto M7A 2H8
416-325-7062

The Automobile Insurance Review is responsible for developing reforms to the auto insurance system in Ontario. Activities include consultation, policy research and analysis, development and communications.

ACTS

ACTS

MFI 16

The Ministry of Financial Institutions is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index.

Auto Insurance Rates Control Act, 1989
Canadian Insurance Exchange Act, 1986
Central Trust Company Act, 1983
Commodity Futures Act
Compulsory Automobile Insurance Act
Cooperative Corporations Act
Credit Unions and Caisses Populaires Act
Crown Trust Company Act, 1983
Deposits Regulation Act
Guarantee Companies Securities Act
Insurance Act
Investment Contracts Act
Loan and Trust Corporations Act, 1987
Marine Insurance Act
Mortgage Brokers Act
Motor Vehicle Accident Claims Act
Ontario Credit Union League Limited Act, 1972
(unconsolidated and unrepealed)
Ontario Deposit Insurance Corporation Act
Pension Benefits Act, 1987
Prepaid Hospital and Medical Services Act
Registered Insurance Brokers Act
Securities Act
Toronto Futures Exchange Act, 1983
Toronto Stock Exchange Act, 1982

MINISTER RESPONSIBLE FOR FRANCOPHONE AFFAIRS

OFFICE OF FRANCOPHONE AFFAIRS

FRANC AFF 1

Mowat Block, 4th Flr.

900 Bay St.

Toronto M7A 1C2

416-325-4949

Toll-free 1-800-268-7507

(except in area code 807)

The Office of Francophone Affairs provides the policy framework for the development of French language initiatives and services throughout the Ontario Government. The office is the prime advisor to the government, through the Minister Responsible for Francophone Affairs and the Premier, on the development and implementation of **French language services** and on relations with the **Franco-Ontarian** community. The office offers **grants** to assist community services or activities for francophones. It provides **information** about the French Language Services Act.

ACTS

ACTS

FRANC AFF 2

The Minister Responsible for Francophone Affairs administers the Act listed below.

French Language Services Act, 1986

MINISTRY OF GOVERNMENT SERVICES

Ferguson Block

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

Created in 1972 to combine the functions of former departments, including Public Works, the Ministry of Government Services has gradually broadened its responsibilities and mandate over the years. Today, the Ministry is concerned with virtually every aspect of the Ontario Government's "working environment", including building design and management, computers and telecommunications, supply and services, purchasing, and employee benefits. Clients include all provincial ministries, agencies, boards, commissions and the general public.

Centralized services such as collective purchasing, assets disposal, payroll, translation, government mail, central collection and Citizens' Inquiry are available.

The Ministry is responsible for ensuring that provincial real property supports the government's social and economic objectives and programs. Additional responsibilities include planning and marketing of provincial lands not required for ministries' program needs, and administration and sale of mortgages available under various provincial housing programs.

Accommodation for the Ontario Government, which accounts for the bulk of the Ministry's budget and staff, includes construction, renovations, repairs, maintenance and leasing of buildings which house government operations.

Information technology services and products, including computers, telephones, data transmission facilities and audio and video technologies, are provided by the Ministry. Its three major computer centres, with 17,000 terminals, handle the majority of the government's shared data processing.

The Ministry has four divisions, as well as, a Communications Services Branch. The four divisions are: Realty Group, Computer and Telecommunication Services, Supply and Services, and Corporate Services.

DEPUTY MINISTER'S OFFICE

COMMUNICATIONS SERVICES BRANCH

MGS 1

Ferguson Block, 12th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-327-2792

The Communications Services Branch provides communications support to the Minister, Deputy Minister and program areas. Branch coordinators provide internal and external communications services including communications planning, consultation, media liaison, special events, photographic services, speech writing, news releases, audio-visual presentations and publications.

Consultation and advice are provided by the branch to assist Ministry staff in providing high quality customer service to clients.

The branch is also responsible for the Government of Ontario Art Collection, valued at approximately \$18 million. A curator (327-2797) handles cataloguing of original paintings and sculptures, conservation and **exhibition** of the collection, serves as a member of the Art Advisory Committee and undertakes international culture promotion programs.

The **Media Studio** (327-2819), located in the Legislative Building for the use of Members of Provincial Parliament, reports to the branch.

LEGAL SERVICES BRANCH

MGS 2

Ferguson Block, 8th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-327-3660

Legal services are provided to the Ministry by this branch in the areas of conveyancing and contracts, e.g. the acquisition (including **expropriation**), sale and lease of **land, buildings** negotiation and formulation of building contracts, and contracts for goods and services. The branch offers legal opinions to the Ministry on its areas of responsibility, and provides litigation services in the collection of outstanding accounts.

GREEN WORKPLACE

MGS 3

Macdonald Block, 2nd Flr.
900 Bay St.
416-327-3777

Developing and facilitating an **environmental** management program for Ontario Government facilities to meet the government's goals of waste reduction, environmentally sensitive procurement, 3R's, energy conservation, water efficiency, hazardous substance management and air quality.

CORPORATE SERVICES DIVISION

CORPORATE SERVICES DIVISION

MGS 4

Ferguson Block, 12th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-327-2863

The division provides a wide range of administrative support services for Ministry programs, including: human resources, audit, finance and office services, information technology, policy coordination and strategic planning services. It also provides financial and administrative services to the Office of the Lieutenant Governor, Ontario Women's Directorate, Office For Disability Issues, Office For Seniors' Issues, Information Technology Systems and Services Unit (Cabinet Office) and the Public Appointments Secretariat.

POLICY AND PLANNING SECRETARIAT

MGS 5

Ferguson Block, 7th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-327-3625
Fax 416-327-2598

The Policy and Planning Secretariat provides advisory support service to the Ministry in policy analysis and coordinates responses to the Ombudsman, strategic planning, activity review and administrative policies and procedures. The Secretariat deals with Cabinet Office and committees regarding policy matters, maintains contacts with policy and planning organizations in other ministries and jurisdictions, revises the MGS Policies and Procedures manual on an ongoing basis, and publishes "Strategic Directions" annually. The Secretariat includes the **Freedom of Information Office** (327-3637) which administers the Freedom of Information and Protection of Privacy Act within the Ministry and the **French**

Language Services Office (327-3632) which provides advice to managers on the French Language Services Act.

FINANCE AND OFFICE SERVICES BRANCH

MGS 6

Ferguson Block, 9th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-327-2897

The Finance and Office Services Branch provides financial and administrative support to the Ministry and other clients.

Financial Services is responsible for the treasury, controllership, payment and revenue control functions, including financial liaison with the Management Board of Cabinet, Treasury, Provincial Auditor and other ministries, boards, commissions, and agencies. It also provides administrative/financial support to the special offices.

Office Services handles centralized purchasing, records management, Ministry of Government Services office accommodation, asset control and employee parking.

AUDIT BRANCH

MGS 7

George Drew Bldg., 13th Flr.

25 Grosvenor St.

Toronto M7A 1R1

416-314-3452

Fax 416-314-3467

This branch provides professional internal auditing services to management through an objective assessment of the adequacy of internal controls and the effectiveness of practices, systems and procedures under which Ministry programs and activities operate.

SYSTEMS BRANCH

MGS 8

Ferguson Block, 4th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-327-2821

Fax 416-327-2530

The Systems Branch is responsible for the development, implementation and maintenance of information **technology** in support of Ministry programs. In addition, the branch provides internal consulting, training and advisory services related to information technology.

The Library and Information Services (327-2533) is a part of the branch which provides access to reference services, Ministry publications, career planning information, training and development opportunities, management information resources, statutes regulations and manuals for all Ministry employees.

HUMAN RESOURCES SERVICES BRANCH

MGS 9

Ferguson Block, 8th Flr.

77 Wellesley St., W.

Queen's Park, Toronto M7A 1N3

416-327-3812

Fax 416-327-3892

The branch is responsible for providing a wide range of human resources services to the Ministry and other client organizations.

Human Resources Operations Section provides services in the area of recruitment; organizational design; classification; pay administration; grievance administration; employee relations; special employment; payroll and personnel records; employee recognition; employee relations committee; benefits; and policy development.

Organization Development Section is responsible for coordinating human resources planning, **employment equity**, training and development, as well as, executive development programs for the Ministry.

Health and Safety Section provides advice, guidance and training on occupational health and safety legislation as it applies to the Ministry as an employer. It also develops policies, procedures and guidelines on a wide range of personnel matters.

SUPPLY AND SERVICES DIVISION

SUPPLY AND SERVICES DIVISION

MGS 10

Ferguson Block, 12th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-327-3515

The Supply and Services Division provides a range of common support services which promote effective delivery of Ontario Government programs, a safe working environment, and access to government for the general public and supplier community.

HUMAN RESOURCE INFORMATION SERVICES BRANCH

MGS 11

George Drew Bldg., 17th Flr.
25 Grosvenor St.
Toronto M7A 1R2
416-327-9241

The Human Resource Information Services Branch (**HRIS**) is responsible for operating and maintaining IPPEBS (Integrated Payroll Personnel and **Employee Benefits System**) family of systems including **CARS (Central Attendance Recording System)** and **PENPAY (Pension Payroll)**. **CORPAY (Corporate Payroll System)** is being developed as a replacement for **IPPEBS**.

There are four sections in the branch: Branch Control and Corporate Financial Services; Operations and Branch Technology; Applications Support; and Client Services.

All ministries and central agencies receive a variety of services from the branch, including cheques, paylists, work history data, **pension** contribution data, T-4 income **tax** forms, and **statistical** analysis. Inquiries should be directed to each Ministry's Human Resources or Payroll offices or to the Special Services Analysts (HRISB 327-9241).

EMPLOYEE HEALTH AND SAFETY SERVICES BRANCH

MGS 12

880 Bay St., 5th Flr.
Toronto M7A 1N3
416-327-1084

The Employee Health and Safety Services Branch provides client ministries with employee counselling, and health education and safety services.

Employee Counselling Services (327-1078) offers confidential **counselling** and referral to employees of the **Ontario Public Service (OPS)**. Other activities include coordinating an interministerial program of **rehabilitation** services for OPS employees experiencing short/long-term illness and/or **disability**; consulting with employees on **child** care issues and information; and providing individual consultations and training to managers, supervisors and human resource consultants in dealing with troubled employees and work performance problems.

Occupational Health Services (327-1140) 880 Bay St., 7th Flr., Toronto, M7A 1N3) provides **health** surveillance programs for employees exposed to potentially **hazardous substances**. Health education programs are offered to public servants across the province e.g. back care, stress management, AIDS and the workplace and fitness for computer users. Consultation on occupational health and safety matters, including workplace visits and confidential individual health counselling are also provided. Health counselling is available daily by appointment for the Queen's Park area and on specific days at other locations.

Medical Consulting Services (327-1139) 880 Bay St., 7th Flr., Toronto M7A 1N3) provides ministries with consulting services in occupational medicine and other health related matters.

The Health and Safety Services Section (327-1088) provides, upon request, occupational **safety** services and advice to Ontario Government ministries. Building safety inspections are conducted in government owned and leased premises. The section also develops fire safety plans, in cooperation with building owners and occupants. Workplace air quality testing and specialized occupational hygiene services are undertaken, as appropriate, and on request. Services are provided by safety officers in Guelph, Thunder Bay, Sudbury, Kingston and Toronto.

PURCHASING SERVICES BRANCH SUPPLIER INFORMATION SERVICE

MGS 13

Ferguson Block, 6th Flr.
77 Wellesley St. W.
Toronto M7A 1N3
416-327-3555

The Supplier Information Service (SIS) is a central common service. This section implements and manages a common supplier registration program that includes a common coding structure for goods, services and suppliers. With the use of a computer system, information on suppliers, commodities and services is continually collected, managed and made available to buyers throughout the government.

PURCHASING SERVICES BRANCH COLLECTIVE PURCHASING SECTION

MGS 14

Ferguson Block, 6th Flr.
77 Wellesley St. W.
Toronto M7A 1N3
416-327-3534

This section provides a corporate procurement service by developing and administering Collective Purchasing Arrangements (CPA's) for commonly used goods and services including business machines, paper products, furniture, clothing, general commodities and services such as courier and travel services. The use of CPA's is mandatory for furniture and furnishings and fine paper.

**PURCHASING SERVICES BRANCH
OFFICE PRODUCTS CENTRE**

MGS 15

99 Adesso Dr.
Concord L4K 3C7
416-660-5876

The Office Products Centre (OPC) provides an optional central common services. The services include procurement and distribution of a variety of commonly used office products, office supplies and equipment, priority stock furniture items, business cards, standard government forms, giftware and **souvenirs**—(via OPC forms #7540-1002) to all ministries and agencies of the Ontario government.

REGIONAL DISTRIBUTION CENTRES

Macdonald Block, Rm. 2B-60
Queen' Park, Toronto M7A 2G4

P. O. Box 2520, Station "A"
Hwy. 69 S., McFarlane Lake
Sudbury P3A 4S9

**PURCHASING SERVICES BRANCH
PRINTING SERVICES**

MGS 16

Ferguson Block, 6th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-327-3534

The Printing Services Section provides consulting, purchasing and production services for a wide range of printing requirements. An in-house print shop services the ministries on a charge-back basis.

**PURCHASING SERVICES BRANCH
SURPLUS ASSETS MANAGEMENT**

MGS 17

99 Adesso Dr.
Concord L4K 3C7
416-660-2377

As a mandatory central common service, Surplus Assets Management (SAM) is responsible for providing an efficient and effective mechanism for the disposal of government's **surplus** movable assets. The fundamental objective of this service is to maximize utilization of corporate assets through recycling of serviceable items, and to realize the highest return for the province through the sale of assets that cannot be reused.

Cash and Carry sales of surplus equipment and material are periodically organized for the public and **charitable organizations**. An Assets Disposal Warehouse has opened in Sudbury for recycling and disposal of surplus office furniture, equipment and materials.

PURCHASING SERVICES BRANCH
PUBLIC TENDERS OFFICE
Macdonald Block, Rm. M1-48
900 Bay St.
Queen's Park, Toronto M7A 1N3
416-327-2571
Fax 416-327-2575

MGS 18

The Public **Tenders** Office ensures fair competition in the award of government contracts and provides a central tendering facility to all government offices. Use of the service is not mandatory, however, the service is extensively used by MGS and a number of client ministries.

An automated tender information system has been installed which lists tenders currently on call, tender results and other tender related information either by voice or by facsimile, 24 hours a day. The system is accessed by dialing (327-2571).

INFORMATION SERVICES BRANCH
Ferguson Block, 7th Flr.
77 Wellesley St. W.
Queen's Park Toronto M7A 1N3
416-327-2890

MGS 19

The Information Services Branch provides essential information and related services to client ministries and the public. These include: Government Mail Service (which handles regular mail, mass mail, courier and messenger services); Access and Inquiry Services; Translation Service; Publications Ontario (which markets and distributes Ontario government publications); and Records Centre Services.

Services are described individually in the entries that follow.

INFORMATION SERVICES BRANCH
RECORDS CENTRE SERVICES
3215 Erindale Station Rd.
Mississauga L5C 1Y5
416-279-5493

MGS 20

The Records Centre serves as custodian and provides secure storage and retrieval services for the inactive **records**, hard copy, computer tape and microfilm of all ministries and agencies. The centre also liaises with the Archives of Ontario to safeguard records with long-term research significance.

INFORMATION SERVICES BRANCH
GOVERNMENT MAIL SERVICE
Macdonald Block, Rm. 2B-18
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-327-4000

MGS 21

Government Mail Service is responsible for pick-up and distribution of incoming and outgoing mail to and from the Canada Post Corporation, and inter-ministry mail in Metro Toronto. This office also provides a contractual mail service on a charge-back basis, which includes a mailing list service and a mass mail operation consisting of addressing, labelling, folding and inserting mail. Emergency **mail service** is coordinated during postal disruptions.

INFORMATION SERVICES BRANCH
TRANSLATION SERVICE

MGS 22

Ferguson Block, 7th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-327-2711

This section provides ministries and Schedule I agencies with mandatory and/or optional **translation** services from English to **French** and French to English on a charge-back basis. It also provides ministries with linguistic services, such as standardization of official French terminology, and advice on private sector suppliers of translation services.

INFORMATION SERVICES BRANCH
ACCESS AND INQUIRY SERVICES

MGS 23

Macdonald Block, Rm. M1-52
900 Bay St.
Queen's Park, Toronto M7A 1N3
416-326-1234

Access and Inquiry Services Section manages the Citizens' Inquiry Bureau, Access Ontario, the Queen's Park Switchboard, and Databases and Directories.

Citizens' Inquiry Bureau (C.I.B.) is a bilingual information and referral service for government programs and services. It serves the public directly and acts as a resource for government offices, MPPs, community information centres, libraries and private organizations. In the Toronto area call (326-1234), collect calls are accepted from other locations within Ontario. A TDD service (Telecommunication Device for the **Deaf**), allows the hearing impaired to access information on government services and programs. The TDD service may be reached by calling (325-3408) in Toronto or by dialing (1-800-268-7095) from all other locations. The Bureau produces **TOPICS**, a printed resource manual which provides sources of information on provincial, federal, municipal government and non-government programs and services. Two publications **IT'S ONTARIO** and a **SOUVENIR CARD**, provide basic information on the province and its symbols.

Access Ontario (Rideau Centre, 50 Rideau St., Ottawa K1N 9J7, 613-238-3630, Fax 613-787-4055) is a storefront Ontario Government office, operating a bilingual **information** and referral service for telephone, walk-in and written inquiries. It offers a range of free and priced **publications**, sells Ontario Government **souvenirs**, and displays exhibits on various government and community programs throughout the year. Access Ontario is open 6 days a week, from 9:00 am to 5:00 pm on Monday, Tuesday and Wednesday, and from 9:00 am to 9:00 pm on Thursday and Friday. On Saturday, the office is open from 9:30 am to 1:00 pm and from 2:00 pm to 6 pm. Outside the Ottawa calling area, ask the operator for Zenith Ontario. For hearing or speech impaired callers, the TDD number is 613-787-4043.

Queen's Park Switchboard (325-1090) provides a 24-hour **telephone** switchboard service for the Government of Ontario. Teleconferencing service (325-3400) is provided to government personnel by appointment from 8:00 am to 6:00 pm, Monday to Friday, and at other times by special arrangement.

Databases and Directories (327-3642) collects and assembles non-confidential information for identifying and locating Ontario Government programs, services, organizations and personnel. This information is offered in published and electronic form to facilitate internal and public access to the Ontario Government.

GUIDE, in addition to being the source for information published in the Government Telephone Book, is an online service which contains data on government offices, services and personnel. Published directories include the **Government of Ontario Telephone Directory**, the **KWIC Index to Services** and a French language directory, **Repertoire**. The capability exists to publish custom telephone **directories**, and provide information in electronic form.

The section also coordinates the updating of the Ontario Government listings in the **Blue Pages** of all public telephone directories.

**INFORMATION SERVICES BRANCH
PUBLICATIONS ONTARIO**

MGS 24

880 Bay St., 5th Flr.
Toronto M7A 1N8
Mail Order: 416-326-5300
Toll-free 1-800-668-9938

Publications Ontario maintains an inventory of Ontario government **publications** for distribution to the public, other ministries and public libraries through a province-wide library depository system. Free or priced publications, including **Hansard**, **Ontario Gazette**, and **legislation** (bills and regulations), can be obtained by personal shopping at the outlets listed below. For mail order inquiries, in Toronto call 326-5300; from other communities, call toll-free 1-800-668-9938. Prepayment is required. Cheques should be made payable to the Treasurer of Ontario; Visa and Mastercard are accepted.

PERSONAL SHOPPING

Publications Ontario
880 Bay St.
Toronto M7A 1N8

Renouf Publishing Company
61 Sparks St.
Ottawa K1P 5R1

Access Ontario
50 Rideau St.
Ottawa K1N 9J7

Windsor Public Library Bookstore
850 Ouellette Ave.
Windsor N9A 4M9

GENERAL SERVICES BRANCH

MGS 25

George Drew Bldg., 16th Flr.
25 Grosvenor St.
Toronto M7A 1R2
416-314-3435
Fax 416-314-3411

The General Services Branch provides Ontario Government ministries with operational support services, including production of payments, reconciliation of bank accounts and cheque follow-up services, collection service, insurance and risk management, preparation of official documents, employee volunteer programs, executive payroll and administrative support for two small pensions plans. These services are described individually in the entries that follow.

**GENERAL SERVICES BRANCH
EMPLOYEE VOLUNTEER PROGRAMS**

MGS 26

101 Bloor St. W., 4th Flr.
Toronto M5S 2Z7
416-314-0130
Fax 416-314-0140

Employee Volunteer Programs provides support for the Employee United Way campaigns throughout the Province of Ontario. This office also coordinates Employee Blood Donor Clinics and the Federated Health campaign within the Metro Toronto region.

**GENERAL SERVICES BRANCH
PAYMENT PROCESSING SERVICES**

MGS 27

George Drew Bldg., 15th Flr.
25 Grosvenor St.
Toronto M7A 1R2
416-314-3422
Fax 416-314-3411

Payment Processing Services processes and produces Electronic Funds Transfer and cheques for most major government programs.

**GENERAL SERVICES BRANCH
EXECUTIVE PAYROLL**

MGS 28

George Drew Bldg., 13th Flr.
25 Grosvenor St.
Toronto M7A 1R2
416-326-1865
Fax 416-314-3411

Executive Payroll coordinates, distributes and answers queries regarding payroll for Senior Management Compensation Plan in conjunction with Ministry payroll units.

**GENERAL SERVICES BRANCH
RECONCILIATION SERVICES**

MGS 29

25 George Drew Bldg., 16th Flr.
Grosvenor St.
Toronto M7A 1R2
416-314-3401
Fax 416-314-3411

Reconciliation Services reconciles bank accounts in the Consolidated Revenue Fund on behalf of the Ministry of Treasury & Economics; provides inquiry and follow-up bank services on cheques to all ministries.

**GENERAL SERVICES BRANCH
LARAA AND JUDGES' PENSION PLANS**

MGS 30

George Drew Bldg., 13th Flr.
25 Grosvenor St.
Toronto M7A 1R2
416-326-1889

LARAA and Judges' Pension Plans coordinates two small pension plans for judges and for the Legislative Assembly (Retirement Allowances Act).

**GENERAL SERVICES BRANCH
CENTRAL COLLECTION SERVICE**

MGS 31

111 Merton St., 2nd Flr.

Toronto M4S 3A7

416-326-0500

Toll free 1-800-387-5604

In Area Codes 705, 519, 613, 416

Fax 416-326-0526

Central Collection Service (CCS) collects **debts** owing to the government and tenders out contracts to private collection agencies.

**GENERAL SERVICES BRANCH
INSURANCE AND RISK MANAGEMENT SECTION**

MGS 32

George Drew Bldg., 1st Flr.

25 Grosvenor St.

Toronto M7A 1R2

416-314-3445

Fax 416-314-3444

The Insurance and Risk Management Section **purchases insurance** for the government, and advises all Ontario ministries and special purpose bodies on insurance coverage, excluding employee benefits. For information on Ontario Government employee benefits, call Human Resources Information Services Branch (327-9241).

**GENERAL SERVICES BRANCH
OFFICIAL DOCUMENTS SECTION**

MGS 33

Hearst Block, 3rd Flr.

900 Bay St.

Queen's Park, Toronto M7A 1N3

416-325-8416

Fax 416-325-8434

The Official Documents Section prepares, records, **microfilms**, searches, and makes copies of official Ontario **documents**, e.g., **land** patents. For details of land patents, contact the Ministry of Natural Resources (314-1386). Notarized documents and **affidavits** are **certified** by the section. The Scrolls Office (325-8416) prepares congratulatory **scrolls** for Ontario citizens, on request, to acknowledge 80th birthdays and over, 40th wedding anniversaries and over at five year intervals, or other significant accomplishments of individuals, municipalities and organizations. It also prepares **Certificates of Appointment** under the Great Seal of the Province of Ontario and the **Privy Seal** of the Lieutenant Governor.

COMPUTER AND TELECOMMUNICATION SERVICES**COMPUTER AND TELECOMMUNICATION
SERVICES**

MGS 34

155 University Ave.

Toronto M5H 3B7

416-327-3333

Computer and Telecommunication Services (CTS) Division enables the effective delivery of Ontario government programs and services through the supply of information **technology**.

Customer service is the driving force behind CTS, providing flexible, cost-effective and quality services tailored to client needs.

Offering two major services to its clients, computer processing and **telecommunication** services, CTS supports a wide variety of programs, from managing computing facilities to providing a sophisticated voice and data network across the province. CTS provides **office automation** systems, telephone switch acquisition services, information technology training and electronic gateway services for various technologies.

Through the **Ontario Communications Network**, CTS provides the provincial government with voice and data services which enables Ontario Government employees access to low-cost inter-city calling for government business. As well, it permits government employees to cost effectively use telecommunication services such as audio and video **teleconferencing**, **facsimile** and **radio** communication systems.

CTS operates two major shared computing centres. Thousands of terminals throughout the province are linked to these facilities through the Ontario Government's data network. These centres support ministry programs such as driver licensing, income maintenance assistance and government payroll; and provide processing services and information storage and printing to ministries and government agencies. CTS supports **computer** processing on customers' sites (facilities-managed sites) and undertakes the acquisition, implementation, operation and management of such facilities.

Working in partnership with ministries to deliver total information technology solutions, the Customer Support unit offers advice on shared computer processing, facilities-managed computer operations and telecommunications services. For more information, call the Customer Support Manager at 327-3206.

The Service Desk provides one-window access to customers' service needs. It offers problem resolution support for CTS mainframe hardware, software, the Ontario Communications Network, Job Control Language, production and utility services. All Service Desk inquiries are tracked, from the time they are made, until they are resolved, to provide the highest service levels possible. Customers can reach the **Service Desk** at 963-3900.

CTS is in the process of implementing digital **telephone** systems in Ontario Government offices. These advanced systems provide convenient features at a low cost to the government. For more information on the program, call the Manager of Acquisitions at 327-3229.

ASSISTANT DEPUTY MINISTER—REALTY GROUP

REALTY GROUP

MGS 35

Ferguson Block, 12th Flr.

77 Wellesley St., W.

Queens Park, Toronto M7A 1N3

416-327-3937

Fax 416-327-3942

The Realty Group provides accommodation and real estate services for ministries and agencies of the Ontario Government. The activities include the planning, design, construction, leasing, acquisition, sale, mortgage administration, land and property management services for government-owned and leased facilities.

The Ontario Mortgage Corporation (585-3200) is a corporate body reporting to the Minister of Government Services through a Board of Directors and is responsible for adminis-

tering mortgages and leases made available by the Province of Ontario under various housing initiatives.

REAL ESTATE SERVICES DIVISION

REAL ESTATE SERVICES DIVISION

MGS 36

777 Bay St., 16th Flr.

Toronto M5G 2E5

416-585-6730

Fax 416-585-4005

The divisional branches provide a full range of real estate services based on the geographic area of responsibility. Each branch performs appraisals, negotiations and expropriations for the acquisition of real estate; and provides property management services for the Ministry's revenue producing properties under lease to tenants. Each branch is responsible for the planning and development of lands and the sale of provincial real estate for residential, commercial and industrial development.

REAL ESTATE BRANCH, NORTH AND EAST

MGS 37

777 Bay St., 15th Flr.

Toronto M5G 2E5

416-585-6742

Fax 416-585-4263

The branch administers the Surveys and Documents Section which provides surveying, title searching and drafting services for the division.

Field offices are listed below:

Green River Field Office

P. O. Box 190

Hwy. 7, Green River

Pickering L1V 2R4

416-683-7611

Picton Field Office

7 Diver Belt, G.B.V-2, S.S.12

Picton K0K 2T0

613-476-7905

REAL ESTATE BRANCH, WEST

MGS 38

777 Bay St., 16th Flr.

Toronto M5G 2E5

416-585-6770

Fax 416-585-4005

This branch manages the Home Owner Employee Relocation Program which assists Ontario Public Service employees, who are transferred to an Ontario government position elsewhere in the province, by assuring the sale of their homes.

A field office is located at:

P. O. Box 40

Jarvis N0A 1J0519-587-2276

REAL ESTATE BRANCH, CENTRAL
 777 Bay St., 15th Flr.
 Toronto M5G 2E5
 416-585-4212
 Fax 416-585-4263

MGS 39

The branch is responsible for the Environmental Assessment Unit which advises the Realty Group with respect to compliance with the Environmental Assessment Act.

PROGRAM DEVELOPMENT AND MANAGEMENT DIVISION

CORPORATE MANAGEMENT AND MORTGAGE BRANCH

MGS 40

Ferguson Block, 13th Flr.
 77 Wellesley St. W.
 Queen's Park, Toronto M7A 1N3
 416-327-3749
 Fax 416-327-3772

The Corporate Management and Mortgage Branch provides specific strategic, financial, administrative and technical support to the Realty Group and the Ontario Mortgage Corporation. Activities include: strategic direction in the management of human, financial and technological resources; monitoring and evaluating corporate activities; developing and managing information and office systems; and handling mortgages and leases committed under various government lending programs.

The **Ontario Mortgage Corporation** provides **mortgage** financing under Ministry of Housing programs such as Low-Rise Rehabilitation and Convert-to-Rent, and administers other programs such as **Ontario Renter-Buy** and **Ontario Rental Construction Loan**.

The branch also administers the **Accommodation Management Information System (AMIS)** which provides information on government-owned and leased premises to all ministries.

There are three sections within the branch: Realty Finance and Planning, Mortgage Programs (62 Wellesley St. W., Toronto M7A 1N3, 585-3200, Fax 324-3610) and Information and Technology (Ferguson Block, 13th Flr., 77 Wellesley St. W., Toronto M7A 1N3, 327-3770, Fax 327-3772).

PORTFOLIO MANAGEMENT BRANCH

MGS 41

Ferguson Block, 13th Flr.
 77 Wellesley St. W.
 Queen's Park, Toronto M7A 1N3
 416-327-2755

Portfolio Management Branch provides policy advice about the strategic use of the province's extensive real estate portfolio. Types of activities include strategic directions for using the portfolio, long term plans for managing the provinces's portfolio on a municipality-wide basis, analysis of the portfolio for optimum corporate use and coordination of the surplus property review for the Ontario Government.

Local Portfolio Plans are regularly conducted in municipalities or special geographic areas to review the status of individual properties, their condition, problems or issues. These reviews assist in developing appropriate strategies about their future use with the assistance of client ministries and MGS realty district staff.

CLIENT SERVICES BRANCH

MGS 42

Ferguson Block, 13th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-327-3730

The Client Services Branch assists client ministries in identifying their short and long-term **accommodation** requirements and alternative means of meeting them. It also provides real estate advice to clients and central agencies, as well as, coordinating input to government wide accommodation related programs and financial planning.

PROPERTY MANAGEMENT DIVISION**PROPERTY MANAGEMENT DIVISION**

MGS 43

Ferguson Block, 5th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-327-2779

The Property Management Division represents the Ministry province-wide through Regional and District offices which provide operational maintenance, repair, alterations and construction services to Ontario Government-owned **buildings**; information on other Ministry services; efficient and effective direction, control and management of the province's lease portfolio; and coordination of new leases on behalf of ministries and agencies.

The **Leasing Services Branch** (327-2696) is responsible for the Government's province-wide leasing **accommodation** and administrative program for all ministries and many government-sponsored bodies. Its primary concerns are to negotiate the acquisition of leased space at competitive rates on a timely basis, to coordinate lease projects from their initiation to the occupation of facilities by the client Ministry, to finalize lease documents so as to avoid legal entanglements, to administer leased space and lease-purchase agreements and to provide lease advisory services as requested.

The **Central Operations Branch** (327-2661) consists of five sections. Program Planning and Advisory Services provides managerial and technical program planning and development, policy and procedure development, training, and staff development. The Program Support Section furnishes centralized financial, administrative and operational services (including food services coordination, and parking administration). The Space Management Section provides space analysis, planning and allocation, and space supply/demand monitoring. The Elevating Devices Section supplies equipment assessment, maintenance and elevator design services. The Moving Services Section provides **moving** coordination, inspection and client accommodation realignments.

The Ministry ensures the division's responsiveness to client ministries' accommodation needs by placing responsibility in four regions (Toronto, Eastern, Southwestern and Northern) which oversee the operations of district and area offices.

Regional and District staff have responsibility for the operation, maintenance and repair of building structures, heating, ventilation, air-conditioning and electrical systems. Cleaning, **security**, grounds maintenance (**horticultural** service) and common administrative services in consolidated government office buildings within the appropriate geographic area are provided by the staff. They also administer **tendering**, supervision of construction of capital projects, and alterations and improvements for both leased and government-owned buildings.

By offering guidance and counselling to other ministries, contractors and service suppliers, regional and district office staff develop a closer communications link with the program specialists at Queen's Park. The district offices oversee day-to-day cafeteria operations, supplier tendering and contract administration for **food** services in provincial court houses and office buildings occupied by government ministries.

Toronto Region provides operational and maintenance services to the Office of the Lieutenant Governor and the Premier, as well as Cabinet Office and Office of the Assembly.

Regional and district staff also respond to **emergency** situations requiring the protection of staff, the public and government-owned buildings.

Regional and District Offices are listed below:

Toronto Region

Toronto Regional Office

5 Park Home Ave.

North York M2N 6L9

416-327-9555

Fax 416-327-9649

Legislative Building

Legislative Bldg., Rm. B29 C

Queen's Park, Toronto M7A 1A2

416-325-7540

Fax 416-325-7560

Facilities Section

5 Park Home Ave., 4th Flr.

North York M2N 6L9

416-327-9555

Fax 416-327-9649

Corporate Services Section

5 Park Home Ave., 4th Flr.

North York M2N 6L9

416-327-9555

Fax 416-327-9649

Southwestern Region

Southwestern Regional Office

City Centre

380 Wellington St., Ste. 1803

London N6A 5B5

519-675-7734

Fax 519-675-7739

Guelph District Office

53 Victoria Rd. S.

Guelph N1E 5P7

519-822-1150

Fax 519-822-3851

Lakeshore District Office

171 Judson St.

Toronto M8Z 1A4

416-255-2381

Fax 416-255-7169

London District Office

900 Highbury Ave.

P. O. Box 5452

London N6A 4L6

519-453-3550

Fax 519-453-4261

Eastern Region

Eastern Regional Office

780 Midpark Dr., Ste. 205

Kingston K7M 7P6

613-545-4500

Fax 613-545-4303

Kemptville District Office

Concession Rd.

P. O. Bag 2008

Kemptville K0G 1J0

613-258-8267

Fax 613-258-8274

Kingston District Office
1055 Princess St.
P. O. Bag 8000
Kingston K7L 5A8
613-545-4575
Fax 613-548-6608

Orillia District Office
24 James St. E.
P. O. Box 790
Orillia L3V 6K7
705-325-7403
Fax 705-325-9061

Northern Region

Northern Regional Office
199 Larch St.
Sudbury P3E 5P9
705-675-4175
Fax 705-675-4039

North Bay District Office
1353 Gorman St.
North Bay P1B 2Y3
705-476-2260
Fax 705-476-4930

Timmins Area Office
Hollinger Lane
P. O. Box 520
Schumacher P0N 1G0
705-264-2234
Fax 705-267-7195

Sudbury District Office
Highway 69 S.
McFarlane Lake
P. O. Box 2520
Postal Station A
Sudbury P3A 4S9
705-522-5166
Fax 705-522-1081

Sault Ste. Marie Area Office
445 Albert St. E.
Sault Ste. Marie P6A 2J9
705-949-4515
Fax 705-949-2482

Thunder Bay District Office
500 Algoma St. N.
P. O. Box 3020
Thunder Bay P7B 5G5
807-475-1285
Fax 807-344-7171

Kenora Area Office
720 Robertson St.
P. O. Box 2840
Kenora P9N 3X8
807-468-8918
Fax 807-468-2484

DESIGN AND CONSTRUCTION DIVISION

DESIGN SERVICES BRANCH
Ferguson Block, 11th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-327-1996
416-327-1892 (TDD)
Fax 416-327-1852

MGS 44

The Design Services Branch provides a complete range of professional architectural, engineering and technical consulting services, as well as interior design services and research to provide quality working environments for client ministries and agencies. The branch provides economic and technically efficient design services for government occupied **buildings**, facilities and properties; encourages consistency in quality and standards of accommodation; and promotes compliance with building codes, standards and safety practices. The branch also plans, designs and furnishes government buildings and other special

use facilities to create working environments which reflect user needs, functional requirements and barrier free design for the physically disabled. It designs intelligent buildings which integrate operations, communications, lighting systems and **energy** management through direct digital control and monitoring systems.

A Technical resource centre provides design related information including materials and equipment, for use by other government offices.

CONTRACT MANAGEMENT BRANCH

MGS 45

Ferguson Block, 3rd. Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-327-2594

Fax 416-327-2606

The Contract Management Branch supplies contractual, **construction** and financial control on capital projects. These projects include the provision of **buildings**, **accommodation** and other facilities for government ministries and agencies, and the construction of **municipal** services for **land** development.

The branch monitors contract documents for capital construction projects, including land development projects; receives tenders; awards contracts; and supervises construction to ensure compliance with schedules and contract documents (327-2608). Engineering expertise and support are provided for negotiating subdivision agreements with municipalities (327-2605). The branch also certifies progress payments and monitors cash flow; arranges and supervises occupancy by the client ministry; resolves disputes arising from contractual or technical sources; and administers claims under the lien acts. Other activities include liaising with construction and consulting associations, and implementing new procedures for the tendering and operation of construction projects.

The Payment Section processes payment applications for all Ministry construction projects (327-2627). It is responsible for filing Federal Sales Tax refund claims and for the administration of Ministry activities through the Construction Lien Act.

PROJECT MANAGEMENT BRANCH

MGS 46

720 Bay St., 4th Flr.

Toronto M5G 2J1

416-326-4850

Fax 416-326-4871

This branch provides project management services for designated accommodation projects. It determines clients' needs, establishes project delivery team, project specifications, budgets and schedules, and ensures project delivery in accordance with policies and standards.

ACTS

ACTS

MGS 47

The Ministry of Government Services is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's legal services or communications branch.

County of Middlesex Act, 1979

Flag Act

Floral Emblem Act

Ministry of Government Services Act, R.S.O. 1980 and Amendments

North Pickering Development Corporation Act, 1974

Official Notices Publication Act

Ontario Land Corporation Act

MINISTER RESPONSIBLE FOR THE GREATER TORONTO AREA

OFFICE FOR THE GREATER TORONTO AREA

GTA 1

20 Bay St., Ste. 1611

Toronto M5J 2N8

416-369-1747

Fax 416-369-1754

The Office for the Greater Toronto Area supports the activities of the Government of Ontario, its agencies, the regional and local municipalities of Metropolitan Toronto, Durham, Halton, Peel and York to manage the significant growth occurring in the area. Regional participation in the process is through the Greater Toronto Coordinating Committee (GTCC).

The office has a proactive and strategic role in assisting with the management of growth and development of the area. A key goal is to promote and develop the Greater Toronto Area as an affordable international centre that is liveable and sustainable both environmentally and economically.

MINISTRY OF HEALTH

Hepburn Block

80 Grosvenor St.

Queen's Park, Toronto M7A 1R3

Created by the Public Health Act of 1882 as the first permanent health care administrative body in the province, the Ministry of Health was originally known as the Provincial Board of Health of Ontario. In 1919, it was transferred from the Department of the Provincial Secretary to the Department of Labour under the Minister of Health and Labour. The Provincial Board became the Department of Health in 1925. In 1930, the Department of Hospitals was established under the direction of the first Minister of Health. Hospitals, sanatoria and mental institutions previously had reported to the Provincial Secretary. The Department of Hospitals became a division of the Department of Health in 1934. Insured hospital services and insured physicians' services, introduced in 1959 and 1966 respectively, were combined under the Ontario Health Insurance Plan (OHIP) in 1972. The Department of Health became the Ministry of Health in 1971.

The Ministry is responsible for ensuring the good health of the Ontario public by administering such programs as health insurance, care for the mentally ill, extended health care, home care services, regulation of hospitals, nursing homes and drug benefits. The Ministry also operates psychiatric hospitals and medical laboratories, and coordinates ambulance services.

DEPUTY MINISTER'S OFFICE

HEALTH STRATEGIES FUND

HEALTH 1

880 Bay St., 2nd Flr., Ste. 215

Toronto M5S 1Z8

416-314-8320

The Health Strategies Fund operates a grants program directed at improving the delivery of health and social services in the Province of Ontario. The Fund is administered by the Ministry of Health and responsibility for its strategic direction and management lie with the Premier's Council on Health, Well-Being and Social Justice.

COMMUNICATIONS AND INFORMATION BRANCH

HEALTH 2

Hepburn Block, 9th Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1S2

416-327-4343 Media inquiries

416-327-4327 General inquiries

Toll-free 1-800-268-1153

Toll-free 1-800-387-5559 (TDD)

Fax 416-327-8791 9th Flr.

Fax 416-327-4389 8th Flr.

The Communications and Information Branch supports the policies and programs of the Ministry through production and distribution of **information** to the public, the media and **health** care providers.

Communications officers prepare communications plans, liaise with the media; organize news conferences; write speeches, statements and news releases, monitor the media, and produce advertising brochures, posters, displays, exhibits and other materials that promote health.

The **Health Information Centre** provides information on the programs, services and activities of the Ministry through distribution of print material and answering telephone, in-person and written requests for information.

LEGAL SERVICES BRANCH

HEALTH 3

Hepburn Block, 10th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1S3
416-327-8606

Legal services provided to the Ministry by this branch include preparation of contracts, provision of opinions, settlement of claims, appearances at court hearings etc.. The branch counsels the Ministry on legal matters, including the interpretation of statutes, regulations, and the preparation and review of proposed legislation, regulations, and other legal matters. The Legal Services Branch is seconded to the Ministry of Health by the Ministry of the Attorney General.

PROVINCIAL ANTI-DRUG SECRETARIAT

HEALTH 4

56 Wellesley St. W., 3rd Flr.
Toronto M7A 2B7
416-324-7279
Toll-free 1-800-465-5673
Fax 416-324-7344

The Provincial Anti-Drug Strategy is a broad-based approach to reducing substance abuse through coordinated action in prevention, treatment and enforcement. The emphasis is on community education and involvement through a partnership with government. The objectives of the strategy are to: strengthen the capacity of individuals and communities to solve substance abuse problems; increase community participation in substance abuse initiatives; and increase coordination among the participants in the substance abuse sector.

The Provincial Anti-Drug Secretariat was formed to coordinate and implement the **Anti-Drug Strategy**. The functions of the Secretariat are to: coordinate anti-drug public education/training; provide policy advice to government on anti-drug strategies and policies; promote innovative approaches to prevention, treatment and enforcement; and coordinate anti-drug initiatives across provincial ministries.

CORPORATE POLICY DIVISION

POLICY DEVELOPMENT BRANCH

HEALTH 5

Hepburn Block, 8th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1R3
416-327-8295
Fax 416-327-8313

The function of this branch is to promote and provide support for corporate planning and policy development. This includes analysis of the **health** care system and its environment from a long-term perspective; liaison with other governments; development of new legislation; and providing staff support for the Ministry's policy committees.

UNDERSERVICED AREA PROGRAM

HEALTH 6

Hepburn Block, 8th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1R3
416-327-8295
Fax 416-327-8313

This program provides financial incentives to recruit **health** care professionals to practise in areas of the province designated as underserved. Incentives are offered to **physicians, dentists, physiotherapists, occupational therapists**, speech language pathologists, audiologists and **chiropractists**.

Students attending a Canadian university may obtain **bursaries**, in the last two years, for a return of service upon graduation in the following fields: medical, dental, physiotherapy, **speech language pathology, audiology**, occupational therapy and chiroprody.

NORTHERN MEDICAL SPECIALIST INCENTIVE PROGRAM

HEALTH 7

Hepburn Block, 8th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1R3
416-327-8295
Fax 416-327-8313

The Northern Medical Specialist Incentive Program (NMSIP) was established in 1985 to provide **financial** incentives for approved **medical** specialists to locate in larger northern communities and travel to smaller communities in each district. The program operates under the Ministry of Health Act.

TRAINING AND RESEARCH BRANCH HEALTH RESEARCH AND DEVELOPMENT GRANTS PROGRAM

HEALTH 8

Hepburn Block, 8th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1R3
416-327-8367
Fax 416-327-8313

This program provides financial support, through grants to projects and units, for research evaluating aspects of the delivery of health care, and, through fellowship and Career Scientist Awards, for training new clinical and community health researchers. Applications for grants may be submitted by non-profit health-related agencies in Ontario, including universities.

Information on the programs and application procedures are in the annual brochure: Health Research and Development Grants—Program Guidelines.

ASSISTANT DEPUTY MINISTER—HEALTH INSURANCE AND SYSTEMS**HEALTH INSURANCE AND SYSTEMS DIVISION****HEALTH 9**

Hepburn Block, 8th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1R3
416-327-4531
Fax 416-324-4925

The Assistant Deputy Minister is responsible for health insurance, claims payment and information systems. As General Manager, he is responsible for all programs administered under the **Health Insurance Act**.

The Claims Payment Division processes registration applications for all eligible Ontario residents. Through its operational offices, it provides claims processing and payment, and information and assistance on health care programs and services.

The Information Systems Division develops, implements, operates and maintains health information systems to serve the Ministry's corporate management and program managers, and health care providers, planners and researchers.

The Health Insurance Division is responsible for program policy development relating to health insurance and similar payment programs, including alternative methods of funding health care, and the registration of Ontario residents in the Ontario Health Insurance program.

INFORMATION SYSTEMS DIVISION**INFORMATION SYSTEMS DIVISION****HEALTH 10**

15 Overlea Blvd., 4th Flr.
Toronto M4H 1A9
416-327-7100

The Information Systems Division develops, implements, operates and maintains health information systems to serve the Ministry's corporate management and program managers, as well as health care providers, planners, and researchers.

PROVIDER SUPPORT UNIT**HEALTH 11**

15 Overlea Blvd., 2nd Flr.
Toronto M4H 1A9
416-327-7780
Fax 416-327-7617

The Provider Support Unit provides information and leadership to the province's health care providers, on the effective application of information technology.

SYSTEMS DEVELOPMENT BRANCH**HEALTH 12**

49 Place d'Armes, 4th Flr.
Kingston K7L 5J3
613-548-6534
Fax 613-548-6539

The Systems Development Branch designs, develops, and implements computer systems necessary for the operation and administration of the Ministry of Health programs.

USER SUPPORT BRANCH**HEALTH 13**

15 Overlea Blvd., 2nd Flr.
Toronto M4H 1A9
416-327-7612

The User Support Branch supports the Ministry's goal of improving the health of the residents of Ontario by developing and analyzing information about health care resources, services, utilization and statistics related to hospitals, medical and health care institutions, and by maintaining and enhancing the Ministry's computer and information systems.

SYSTEMS SUPPORT BRANCH**HEALTH 14**

Macdonald-Cartier Bldg., 5th Flr.
49 Place d'Armes
P. O. Box 48
Kingston K7L 5J3
613-548-6384
Fax 613-548-6693

The Systems Support Branch is responsible for developing and maintaining the infrastructure environment required to support the functioning of the other branches of the Information Systems Division and provide computing and communications support to the entire Ministry. Toronto locations are listed below.

15 Overlea Blvd., 4th Flr.
Toronto M4H 1A9
416-327-7100
Fax 416-327-7089

36 Toronto St., 6th Flr.
Toronto M5C 2C5
416-326-1502
Fax 416-326-1492

880 Bay St., 2nd Flr.
Toronto M5S 1Z7
416-314-8327

ASSISTANT DEPUTY MINISTER—HEALTH INSURANCE DIVISION**HEALTH INSURANCE DIVISION****HEALTH 15**

Macdonald-Cartier Bldg., 2nd Flr.
49 Place d'Armes
P. O. Box 48
Kingston K7L 5J3
613-548-6800

The Health Insurance Division is responsible for legislation and policy relating to health insurance and payment programs, registration of Ontario residents in the provincial health insurance program, Northern Health Travel Grant, and physician and practitioner malpractice insurance premium reimbursement programs. In addition to administering the Independent Health Facilities Act, the Alternative Funding Unit focuses on new and emerging methods of alternative funding for both providers and programs in the delivery of health care. The office of the Executive Director, Health Insurance Division, provides overall coordination for these activities.

ALTERNATIVE FUNDING UNIT

HEALTH 16

Macdonald-Cartier Bldg., 2nd Flr.

49 Place d'Armes

P. O. Box 48

Kingston K7L 5J3

613-548-6637

Fax 613-548-6734

The Alternative Funding Unit has been established to focus on new and emerging methods of alternative funding for both providers and programs in the delivery of health care.

The unit implements and administers the **Independent Health Facilities Act**. This includes: inspection and assessment provisions; technical advice on funding issues; distribution of IHF Schedule of Benefits; and negotiation of funding arrangements. For more information about the Alternative Funding Unit or the Independent Health Facilities Act, call the number listed above.

CLIENT SERVICES BRANCH

HEALTH 17

Macdonald-Cartier Bldg., 2nd Flr.

49 Place d'Armes

P. O. Box 48

Kingston K7L 5J3

613-548-6262

Fax 613-548-6557

The Client Services Branch designs, implements and monitors policies relating to the registration of Ontario residents for health coverage and administers the Northern Health Travel Grant and the Malpractice Insurance Premium Reimbursement Program, described separately.

Changes to the Health Insurance Act and Regulations are recommended by the branch. By liaising with the federal government and provincial ministries on matters of mutual concern, such as **immigrants, refugees, foreign students** and organized labour, the branch ensures the availability of **health insurance** coverage and prevents abuse of the system. Operating systems are reviewed to produce manuals. The branch also identifies and specifies training needs in order to minimize problems with client requests by telephone, in writing or in person. For information, contact local **Ontario Health Insurance** offices listed under the Claims Payment Division entry and in Bell Canada phone books' blue pages of government listings.

CLIENT SERVICES BRANCH

HEALTH 18

CLIENT LIAISON AND COMMUNICATIONS

Macdonald-Cartier Bldg., 2nd Flr.

49 Place d'Armes

P. O. Box 48

Kingston K7L 5J3

613-548-6617

Fax 613-548-6650

This unit prepares written responses to correspondence relating to Ontario Health Insurance which is directed to the Minister of Health and senior Ministry officials.

CLIENT SERVICES BRANCH
NORTHERN HEALTH TRAVEL GRANT
P. O. Box 1292
Kingston K7L 4Y8
Toll-free 1-800-267-9450

HEALTH 19

The office is responsible for administering the **Northern Health Travel Grant Program**. This program helps pay **transportation** costs for Northern Ontario residents who must travel a minimum one-way distance of 250 kilometres within Northern Ontario or to Manitoba and a minimum one-way distance of 300 kilometres elsewhere in Ontario for medically necessary specialist services. To obtain program details, call the toll-free number listed above or any Ontario Health Insurance office listed under the Claims Payment Division.

PROVIDER SERVICES BRANCH
Macdonald-Cartier Bldg., 2nd Flr.
49 Place d'Armes
P. O. Box 48
Kingston K7L 5J3
613-548-6555
416-965-5475 (Toronto)

HEALTH 20

The Provider Services Branch adjudicates professionals' claims under **Ontario Health Insurance**. This function includes the provision of specialized and consultative services for claims submitted by practitioners whose services are paid by this program. The branch communicates with professional organizations and licensing bodies, including **physicians, dentists, optometrists, chiropractors, osteopaths, chiropodists, and physiotherapists**, and maintains a registry of all providers who bill the Ministry of Health for **health** services. Additional responsibilities include establishing **medical** policy for Ontario Health Insurance and verifying that professionals' claims are for insured services, performed in accordance with accepted professional standards and practices. Complaints, with details and Ontario Health Insurance number, can be directed to this branch. For inquiries on payment of claims, contact the district offices listed under the Claims Payment Division entry.

CLAIMS PAYMENT DIVISION

CLAIMS PAYMENT DIVISION
Macdonald-Cartier Bldg., 2nd Flr.
49 Place d'Armes
P. O. Box 48
Kingston K7L 5J3
613-548-6670

HEALTH 21

The Claims Payment Division delivers **health insurance** programs through a head office unit and 20 district and information offices. The division registers Ontario residents for insured health services; provides access to government funded health care services; processes **medical** claims for payment to fee-for-service providers; manages the fee-for-service transfer payment; and disseminates information to the public and providers. Each district office has a fully equipped drop-in centre to demonstrate how claims can be submitted and payments reconciled using a computer.

A central Corporate Services area is responsible for planning, financial services, training, administration, accommodation, security with execution being decentralized through functional links to district offices; and subrogation, and recovery and collections.

Direct inquiries to the nearest **Ontario Health Insurance** office, as listed below. In the Metropolitan Toronto area, inquiries received from North York or Etobicoke should be referred to the Mississauga District Office, and Scarborough inquiries should be referred to the Oshawa District Office.

Barrie Information Office

30 Poyntz St.

Barrie L4M 3P2

705-726-0326

If long distance dial

1-800-461-7597

Hamilton District Office

119 King St. W.

Hamilton L8P 4T9

416-521-7100

If long distance

in area code 416 dial

1-800-263-2197

in area code 519 dial

1-800-263-2187

Kenora Information Office

100 Main St. S.

Kenora P9N 1S9

807-468-2869

If long distance dial

1-800-265-2385

Kingston District Office

1055 Princess St.

Kingston K7L 5T3

613-546-3811

If long distance dial

1-800-267-0933

Kingston Information Office

Macdonald-Cartier Bldg.

49 Place d'Armes

Kingston K7L 5J3

613-548-7878

If long distance dial

1-800-267-0933

Kitchener Information Office

235 King St. E.

Kitchener N2G 4N5

519-745-8421

If long distance dial

1-800-265-2385

London District Office

217 York St., 5th Flr.

London N6A 1B7

519-646-2090

If long distance dial

1-800-265-4703

Mississauga District Office

201 City Centre Dr.

Mississauga L5B 2T4

416-275-2730

If long distance ask operator

for Zenith 96420 (Caledon)

in area code 416 dial

1-800-387-9468

Oshawa District Office

Executive Tower

419 King St. W.

Oshawa L1J 7J2

416-434-3700

If long distance

in area code 416 dial

1-800-263-3814

in area code 613, 519, 705 dial

1-800-263-3952

Ottawa District Office

75 Albert St.

Ottawa K1P 5Y9

613-783-4400

If long distance dial

1-800-267-1912

1-800-267-7690 (French Inquiries)

Owen Sound Information Office

981 Second Ave. E.

Owen Sound N4K 2H5

519-376-6447

If long distance dial

1-800-265-3190

Peterborough Information Office

815 High St.
Peterborough K9J 8J9
 705-743-2140
 If long distance dial
 1-800-461-1934

Sarnia Information Office

452 Christina St. N.
Sarnia N7T 5W4
 519-337-2348
 If long distance dial
 1-800-265-1453

Sault Ste. Marie Information Office

205 McNabb St., 2nd Flr., Ste. 205
Sault Ste. Marie P6B 1Y3
 705-759-8598
 If long distance dial
 1-800-461-2215

St. Catharines Information Office

59 Church St., 3rd Flr.
St. Catharines L2R 3C3
 416-682-6658
 If long distance dial
 1-800-263-4973

Sudbury District Office

199 Larch St., 8th Flr.
Sudbury P3E 5R1
 705-675-4010
 If long distance dial
 1-800-461-4006
 1-800-461-1149 (French Inquiries)

Thunder Bay District Office

435 James St. S.
Thunder Bay P7E 6E3
 807-475-1351
 If long distance dial
 1-800-465-5067

Timmins Information Office

38 Pine St. N.
Timmins P4N 6K6
 705-264-5388
 If long distance dial
 1-800-461-9829

Toronto District Office

2195 Yonge St.
Toronto M4S 2B2
 416-482-1111

Windsor Information Office

1427 Ouellette Ave.
Windsor N8X 1K1
 519-258-7560
 If long distance dial
 1-800-265-4840

ASSISTANT DEPUTY MINISTER—COMMUNITY HEALTH AND SUPPORT SERVICES

COMMUNITY HEALTH AND SUPPORT SERVICES DIVISION

Hepburn Block, 9th Flr.
 80 Grosvenor St.
 Queens Park, Toronto M7A 1R3
 416-327-4537

HEALTH 22

The Community Health and Support Services Division has program and divisional responsibility for activities relating to a comprehensive reform of the long term care system for the elderly and individuals with physical disabilities, as well as, activities relating to Community Health, Community Mental Health, Public Health and Health Promotion.

See also the Ministry of Community and Social Services, Community Health and Support Services Division.

COMMUNITY SUPPORT SERVICES**HEALTH 23**

Hepburn Block, 8th Flr.
80 Grosvenor St.
Queens Park, Toronto M7A 1R3
416-327-8370

Community Support Services is responsible for managing the intergration of health and social services programs in a decentralized structure aimed at the elderly and people with physical disabilities, as well as, the implementation of the government's long-term care redirection plan. Fourteen area offices have been established across the province. They will work with local organizations, Ministry of Community and Social Services area offices and District Health Councils to plan the local implementation of the long term care redirection. These offices will also be responsible for program coordination, financial management and service monitoring. Area offices are listed below.

11 Victoria St., Ste. 219
Barrie L4N 6T3
705-739-6470
Fax 705-739-6473

277 George St. N., Ste. 210
Peterborough K9J 3G9
705-741-5634
Fax 705-741-5443

119 King St., 10th Flr.
Hamilton L8N 3Z9
416-546-8294
Fax 416-546-8255

1 St. Paul St., Ste. 203, Phase I
St. Catharines L2R 7L2
416-988-5788
Fax 416-988-5566

234 Concession St., Ste. 101
Kingston K7K 2B8
613-531-9629
Fax 613-531-0392

127 Cedar St., 7th Flr.
Sudbury P3E 1A9
705-688-3130
Fax 705-688-3133

80 Dundas St. E., Rm. 1-083
London N6A 1E7
519-675-7680
Fax 519-675-7685

435 James St., 2nd Flr.
Thunder Bay P7C 5G6
807-475-1591
Fax 807-475-1519

4 Robert Speck Parkway, Ste. 245
Mississauga L4Z 1S1
416-279-4929
Fax 416-279-3452

36 Toronto St., Ste. 550
Toronto M5C 2C5
416-366-5764
Fax 416-366-7905

176 Main St. W., 2nd Flr.
North Bay P1B 2T5
705-494-4024
Fax 705-494-4030

180 King St. S., Ste. 290
Waterloo N2J 1P8
519-571-0810
Fax 519-571-6008

47 Clarence St., Ste. 430
Ottawa K1N 9K1
613-238-4263
Fax 613-238-4084

215 Eugenie St. W., Ste. 300
Windsor N8X 2X7
519-250-0788
Fax 519-973-1469

RESIDENTIAL SERVICES BRANCH

Hepburn Block, 5th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1R3
416-326-9730

The Residential Services Branch administers policies and programs relating to the operation of **nursing homes** and **homes for the aged**.

For nursing homes, the branch monitors compliance, investigates serious incidents and all complaints, and issues **licences** to ensure legislated standards of Nursing Homes Act, 1972 and Regulation 690 are met and care is provided in accordance with residents' needs. **Construction** plans for new nursing homes must be approved through the branch.

Homes for the aged are operated either by municipalities or by non-profit charitable organizations.

Residents in nursing homes and homes for the aged are eligible for **Extended Health Care Benefits (EHC)** under the Ontario Health Insurance Act.

To obtain a list of nursing homes in Ontario, **inspection** results or to register a complaint, contact the following offices:

Corporate Office
15 Overlea Blvd., 5th Flr.
Toronto M4H 1A9
416-327-7357

Ottawa Regional Office
10 Rideau St., 4th Flr.
Ottawa K1N 9J1
613-787-4040

London Regional Office
1295 Wolfe St., 1st Flr.
London N6B 2C4
519-434-1105
If long distance dial
1-800-265-0302

Toronto Regional Office
56 Wellesley St., 15th Flr.
Toronto M7A 2B7
416-963-1041

To receive information on municipal and charitable homes for the aged, contact the local Community Support Services area offices listed below:

11 Victoria St., Ste. 219
Barrie L4N 6T3
705-739-6470
Fax 705-739-6473

80 Dundas St. E., Rm. 1-083
London N6A 1E7
519-675-7680
Fax 519-675-7685

119 King St., 10th Flr.
Hamilton L8N 3Z9
416-546-8294
Fax 416-546-8255

4 Robert Speck Parkway, Ste. 245
Mississauga L4Z 1S1
416-279-4929
Fax 416-279-3452

234 Concession St., Ste. 101
Kingston K7K 2B8
613-531-9629
Fax 613-531-0392

176 Main St. W., 2nd Flr.
North Bay P1B 2T5
705-494-4024
Fax 705-494-4030

47 Clarence St., Ste. 430
Ottawa K1N 9K1
 613-238-4263
 Fax 613-238-4084

435 James St., 2nd Flr.
Thunder Bay P7C 5G6
 807-475-1591
 Fax 807-475-1519

277 George St. N., Ste. 210
Peterborough K9J 3G9
 705-741-5634
 Fax 705-741-5443

36 Toronto St., Ste. 550
Toronto M5C 2C5
 416-366-5764
 Fax 416-366-7905

1 St. Paul St., Ste. 203, Phase I
St. Catharines L2R 7L2
 416-988-5788
 Fax 416-988-5566

180 King St. S., Ste. 290
Waterloo N2J 1P8
 519-571-0810
 Fax 519-571-6008

127 Cedar St., 7th Flr.
Sudbury P3E 1A9
 705-688-3130
 Fax 705-688-3133

215 Eugenie St. W., Ste. 300
Windsor N8X 2X7
 519-250-0788
 Fax 519-973-1469

IN-HOME SERVICES BRANCH
 Hepburn Block, 5th Flr.
 80 Grosvenor St.
 Queen's Park, Toronto M7A 1R3
 416-326-9728

HEALTH 25

This branch incorporates services from both the Ministries of Health and Community and Social Services. These include Home Care, School Health Support Services, Integrated Homemaker and Placement Coordination Services.

IN-HOME SERVICES BRANCH
HOME CARE PROGRAM
 15 Overlea Blvd., 6th Flr.
 Toronto M4H 1A9
 416-327-7458

HEALTH 26

The Home Care Program provides services at the community level on a visiting basis to patients who are referred by their physicians and who meet nine eligibility criteria. The basic criterion is requirement of a professional service such as **nursing, physiotherapy, occupational therapy** or **speech** therapy. Patients may also be eligible for additional services including: **nutritional** counselling, medical **social work, drugs, medical** supplies and equipment, **meals-on-wheels** or **homemaking**. The two components of **Home Care**, acute and chronic, are available throughout the province.

IN-HOME SERVICES BRANCH
SCHOOL HEALTH SUPPORT SERVICES
 15 Overlea Blvd., 6th Flr.
 Toronto M4H 1A9
 416-327-7462

HEALTH 27

School Health Support Services provides nursing, physiotherapy, speech therapy, occupational therapy and nutritional counselling on a visiting basis to **children in school**, (as defined by the Education Act), when treatment outside the school setting would disrupt

the child's educational program. Referrals should be made to the nearest local Home Care Program. Telephone numbers are listed below:

Patient Referral Centre
c/o Belleville General Hospital
245 Dundas St. E.
Belleville K8N 5A9
613-966-3530

Peel Regional Health Unit
10 Peel Centre Dr.
Brampton L6T 4B9
416-791-9400

225 St. Paul Ave., 9th Flr.
Brantford N3R 5Z3
519-759-7752

c/o Leeds, Grenville and
Lanark Health Unit
82 Emma St.
Brockville K6V 1S7
613-345-0060

460 Brant St.
Burlington L7R 4B6
416-639-5141

220 Riverview Dr.
P. O. Box 306
Chatham N7M 5K4
519-351-9780

London Road, c/o Huronview
P. O. Box 458
Clinton N0M 1L0
519-482-3411

1000 Pitt St.
Cornwall K6J 3S5
613-933-1375

324 Church St.
Fort Frances P9A 1E1
807-274-9384

2 Quebec St., 2nd Flr.
Guelph N1H 2T3
519-823-2550

414 Victoria Ave. N.
Hamilton L8L 5G8
416-523-8600

Medical Centre
Group Box 89, R. R. 3
Huntsville P0A 1K0
705-789-8828

North Western Health Unit
1 Ocean Ave. W., R. R. 1
Kenora P9N 3W7
807-468-6740

605 Justus Dr.
Kingston K7M 4H5
613-384-7090

6 Tweedsmuir Rd.
Kirkland Lake P2N 1H9
705-567-9355

108 Angeline St. S.
Lindsay K9V 3L5
705-324-9165

50 King St.
London N6A 5L7
519-663-5410

Simcoe County Admin. Bldg.
Midhurst L0L 1X0
705-722-3344

Regional Municipality of York
615 Davis Dr., Ste. 202
Newmarket L3Y 2Y2
416-895-1240

City Hall Tower, 5th Flr.
200 McIntyre St. E.
P. O. Box 450
North Bay P1B 8J1
705-476-1144

Community Health Services Centre
301 Golf St.
Oshawa L1G 4B2
416-723-8531

495 Richmond Rd.
Ottawa K2A 4A4
 613-722-2029

301-920 1st Ave. W.
Owen Sound N4K 4K5
 519-371-2112

Parry Sound District
 General Hospital
 10 James St.
Parry Sound P2A 1T3
 705-746-9321

1217 Pembroke St. E.
 P. O. Box 940
Pembroke K8A 7M5
 613-735-4133

835 Weller St.
Peterborough K9J 4Y1
 705-743-2212

167 Kendall St.
Point Edward N7V 4G6
 519-336-8112

301 Lake St.
Sault Ste. Marie P6A 4A9
 705-949-1650

Simcoe Town Shopping Centre
 Second Level
 150 West St.
Simcoe N3Y 5C1
 519-426-7400

113-115 Cushman Rd., Unit 61
St. Catharines L2M 6S9
 416-684-9441

IN-HOME SERVICES BRANCH
 INTEGRATED HOMEMAKER PROGRAM
 15 Overlea Blvd., 6th Flr.
 Toronto M4H 1A9
 416-327-7460

360 Talbot St., Box 8
St. Thomas N5P 1B6
 519-631-9907

653 West Gore St.
Stratford N5A 1L4
 519-273-2010

Regency Gate
 1760 Regent St. S.
Sudbury P3E 3Z8
 705-522-3460

c/o Green Acres School
 405 West Isabella St.
Thunder Bay P7E 5E5
 807-623-4977

169 Pine St., Postal Bag 2012
Timmins P4N 8B7
 705-267-1181

175 Columbia St. W.
Waterloo N2L 5Z5
 519-886-8160

45 Sheppard Ave. E.
Willowdale M2N 5W9
 416-229-2929

410 Giles Blvd. E.
Windsor N9A 4C6
 519-253-4612

410 Buller St.
 P. O. Box 815
Woodstock N4S 4N2
 519-539-1284

HEALTH 28

The Integrated Homemaker Program is administered through the **Home Care Program** providing homemaking and personal care services to assist the frail elderly and adult disabled to remain in their own homes, in the community, or to allow them to return home from a hospital or other institution.

The basic eligibility is assessed on the individual's need for **homemaking** services and neither a financial or medical test/referral is required.

**IN-HOME SERVICES BRANCH
PLACEMENT COORDINATION SERVICES**

HEALTH 29

15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-327-7462

Placement Coordination Services, started in 1979 and totally funded by the Ministry, provides a single channel to help people requiring placement in long-term care facilities obtain suitable **accommodation** and appropriate services. A placement coordination service may be sponsored locally by any non-profit planning or service agency. Sponsoring groups must obtain written agreement from the majority of local hospitals, nursing homes and homes for the aged signifying their participation before a program can be funded by the Ministry. Further information can be obtained by writing to the program at the above address or by contacting one of the local services listed below:

Algoma District
421 Bay St., 2nd Flr.
Sault Ste. Marie P6A 1X3
705-759-2491

Hamilton-Wentworth
414 Victoria Ave. N.
Hamilton L8L 5G8
416-528-1512

Brant County
P. O. Box 845
Brantford N3T 5R7
519-759-3141

*Kingston, Frontenac, Lennox
and Addington*
221 Portsmouth Ave.
Kingston K7M 1V5
613-549-1232

Chatham-Kent
c/o V.O.N.
121 Heritage Rd, Box 1031
Chatham N7M 5L6
519-352-5257

Lambton County
167 Kendall St.
Point Edward N7V 4G6
519-336-0172

Cochrane District
169 Pine St. S.
P. O. Bag 2012
Timmins P4N 8B7
705-267-1181

Leeds, Grenville & Lanark
82 Emma St.
Brockville K6V 1S7
613-342-8824

Durham Region
Oshawa General Hospital
24 Alma St.
Oshawa L1G 2B9
416-433-2703

Niagara
6385 Colborne St.
Niagara Falls L2J 4B9
416-356-6171

Halton District
700 Dorval Dr., Ste. 503
Oakville L6K 3V3
416-842-2120

Ottawa-Carleton
955 Green Valley Cr., Ste. 380
Ottawa K2C 3V4
613-727-0132

Peel Region
Regional Administrative Building
10 Peel Centre Dr.
Brampton L6T 4B9
416-791-9400 Ext. 442

Thames Valley
c/o V.O.N.
700 York St.
London N5W 2S8
519-663-0920

Thunder Bay
405 S. James St.
Thunder Bay P7E 2V6
807-475-8013

Waterloo
40 Spadina Rd. W.
Kitchener N2M 1E9
519-749-6789

Wellington
St. Joseph's Hospital
80 Westmount Rd.
Guelph N1H 5H8
519-824-5021

Windsor-Essex County
410 Giles Blvd. E.
Windsor N9A 4C6
519-253-4211

COMMUNITY HEALTH PROGRAMS DIVISION

COMMUNITY HEALTH PROGRAMS DIVISION

HEALTH 30

15 Overlea Blvd., 4th Flr.
Toronto M4H 1A9
416-327-7225

The Community Health Programs Division ensures the efficient and effective management of programs in the area of Community Health, Public Health, Health Promotion, Community Mental Health and the AIDS Unit.

COMMUNITY HEALTH BRANCH

HEALTH 31

15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-327-7535

The Community Health Branch is responsible for administering the Health Service Organization and Community Health Centre Program and the Comprehensive Health Organization Program.

COMMUNITY HEALTH BRANCH COMPREHENSIVE HEALTH ORGANIZATION PROGRAM

HEALTH 32

Macdonald-Cartier Bldg.
49 Place d'Armes, 4th Flr.
Kingston K7L 5J3
613-548-6247
Fax 613-548-6759

The Comprehensive Health Organization Program is the responsibility of the Community Health Programs Division.

A Comprehensive Health Organization (CHO) is a non-profit corporation which assumes responsibility for providing or purchasing the delivery of health and related services to a defined population. The CHO is formed from existing health delivery elements including physician, hospitals, other provider groups and the community. Services are provided under the direction of a administration responsible to a community board which consists of

CHO members, key providers, community and other health representatives. Mechanisms for quality assurance, and program measurement are combined with health promotion and illness prevention strategies. These activities support an emphasis on achieving the highest degree of independent living for the CHO members.

COMMUNITY HEALTH BRANCH
HEALTH SERVICE ORGANIZATION AND
COMMUNITY HEALTH CENTRE PROGRAM

HEALTH 33

15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-327-7547

Health Service Organizations (HSOs) are physician groups, hospitals and other organizations which receive capitation payment for health services in lieu of Ontario Health Insurance fee for service. HSOs' capitation payments are on behalf of enrolled roster populations. If the hospitalization of roster members is less than that of the non-HSO population of their districts, HSOs may also receive an incentive payment. Further information can be obtained by writing to the program at the above address.

Community Health Centres (CHCs) are community-sponsored organizations providing primary health care treatment services to a specified population with a high disease burden or need for improved access to care. CHC funding is provided through program-based budgets developed by the Ministry. District Health Councils review and rank CHC program proposals which must identify the health needs of their population. Information on the program can be obtained by writing to the above address.

COMMUNITY MENTAL HEALTH BRANCH

HEALTH 34

15 Overlea Blvd., 4th Flr.
Toronto M4H 1A9
416-327-7239
Fax 416-327-7281

The Community Mental Health Branch operates the **Community Mental Health Program/Addictions Services Program** which funds a range of **hospital** and community-based mental health/addictions services, including prevention, social rehabilitation, vocational, case management, crisis, self help, housing, psychogeriatric, detoxification, assessment/referral, counselling/day treatment, and residential treatment. The branch administers the **Homes for Special Care Program** by coordinating inspections and **licensing** both **nursing homes** and homes for special care facilities for former patients of Ontario **psychiatric** hospitals.

PUBLIC HEALTH BRANCH

HEALTH 35

15 Overlea Blvd., 5th Flr.
Toronto M4H 1A9
416-327-7392
Fax 416-327-7438

The Public Health Branch provides leadership and support to Ontario's **public health** system through comprehensive consultant support services to 42 boards of health, advice to corporate management on public health issues, a provincial epidemiology service and response to control outbreaks of disease, and management of transfer payments for public health programs. The branch also maintains a comprehensive database for **health** care planning at the Ministry and local levels.

PUBLIC HEALTH BRANCH
OFFICE OF THE CHIEF MEDICAL OFFICER
OF HEALTH

HEALTH 36

15 Overlea Blvd., 5th Flr.

Toronto M4H 1A9

416-327-7392

Fax 416-327-7438

This office provides recommendations for policy and long-range planning to prevent the spread of **disease**, promote and protect **health**. The Chief Medical Officer of Health monitors the organization and delivery of **public health** programs and services provided by local boards of health and, when directed by the Minister, will act to protect health and ensure the provision of necessary public health programs and services.

PUBLIC HEALTH BRANCH
DISEASE CONTROL SERVICE

HEALTH 37

15 Overlea Blvd., 5th Flr.

Toronto M4H 1A9

416-327-7413

Fax 416-327-7438

This office is a comprehensive provincial epidemiology service which collects **statistics** on **disease** trends, including infectious and non-infectious diseases, sexually transmitted diseases, animal diseases with human implications, and various environmental hazards with **public health** implications.

The office supplies physicians with **vaccines**, **snake** anti-venom, anti-**rabies** treatment and **drugs** for the treatment of **tuberculosis**, leprosy and **sexually transmitted diseases**. A consultative service is provided to Medical Officers of Health, private physicians, other ministries and agencies in matters of disease control.

PUBLIC HEALTH BRANCH
DISEASE CONTROL SERVICE
AIDS UNIT

HEALTH 38

15 Overlea Blvd., 3rd Flr.

Toronto M4H 1A9

416-327-8797

Toll-free 1-800-268-6066

Fax 416-327-7230

This unit provides consultative services for AIDS education and policy development; collects **statistics** on the incidence of **AIDS**, monitors trends and supplies AIDS pamphlets and audio-visual materials.

The section also acts as a resource to local Medical Officers of Health, health care institutions, community-based groups and the general public.

PUBLIC HEALTH BRANCH
PUBLIC HEALTH PROMOTION SERVICE
15 Overlea Blvd., 5th Flr.
Toronto M4H 1A9
416-327-7392
Fax 416-327-7438

HEALTH 39

The Public Health Promotion Service is a multi-disciplinary team of public health professionals who work in close collaboration with local health agencies, federal and municipal governments, universities and professional associations to identify and respond to province-wide **public health** needs. The service provides technically-competent consultative support in the practice of public health to field agencies/organizations in the areas of healthy growth and development (healthy children, adolescents, adults, elderly, reproductive health and sexual health) and healthy life-styles (tobacco use prevention, drug abuse prevention, **nutrition** promotion and physical activity promotion). The service also administers the **dental** treatment program for children in need (963-2246). For the delivery of local public health services, contact the nearest public health unit, listed under the Public Health Agencies entry.

PUBLIC HEALTH BRANCH
CORPORATE LIAISON AND RESOURCE SERVICE
15 Overlea Blvd., 5th Flr.
Toronto M4H 1A9
416-327-7398
Fax 416-327-7438

HEALTH 40

The Corporate Liaison and Resource Service is responsible for planning and coordinating the implementation of public health programs through the 42 boards of health in Ontario; liaising with the board chairmen and medical officers of health, for the boards of health on management, administration and organizational issues; coordinating the branch's funding to boards of health, and providing information systems and epidemiology support to public health programs.

PUBLIC HEALTH AGENCIES

HEALTH 41

A Public Health Unit is an official health agency established by a group of urban and rural municipalities to provide a more efficient community health program, carried out by full-time, specially qualified people.

There are 42 public health units in Ontario. Health units administer health promotion and disease prevention programs directed to: healthy life-styles; communicable disease control including education in STDs/AIDS, immunization, food premises inspection; healthy growth and development including parenting education, health education for all age groups, selected screening services.

Each health unit is governed by a board of health, which is an autonomous corporation under the Health Protection and Promotion Act, 1983, and is administered by the medical officer of health who reports to the local board of health. The board is largely made up of elected representatives from the local municipal councils. The Ministry cost-shares the expenses with the municipalities. For details about the delivery of local public health services, contact the nearest public health unit, listed below:

Algoma Health Unit
Civic Centre
99 Foster Dr., 6th Flr.
Sault Ste. Marie P6A 5X6
705-759-5287

Brant County Health Unit
194 Terrace Hill St.
Brantford N3R 1G7
519-753-7377

Bruce-Grey-Owen Sound Health Unit
920 First Ave., W.
Owen Sound N4K 4K5
519-376-9420

Durham Regional Health Unit
301 Golf St.
Oshawa L1G 4B2
416-723-8521

East York Health Unit
East York Civic Centre
850 Coxwell Ave.
East York M4C 5R1
416-461-8136

Eastern Ontario Health Unit
1000 Pitt St.
Cornwall K6J 5T1
613-933-1375

Elgin-St. Thomas Health Unit
99 Edward St.
St. Thomas N5P 1Y8
519-631-9900

Etobicoke Health Unit
City Hall
399 The West Mall
Etobicoke M9C 2Y2
416-394-8300

Haldimand-Norfolk Regional Health Unit
365 West St.
Box 247
Simcoe N3Y 4L1
519-426-6170

Haliburton, Kawartha, Pine Ridge District Health Unit
860 William St.
Box 337
Cobourg K9A 4K8
416-372-0175

Halton Regional Health Unit
465 Morden Road
Oakville L6K 3W6
416-338-7100

Hamilton-Wentworth Regional Health Unit
25 Main St. W.
P. O. Box 897
Hamilton L8N 3P6
416-546-3500

Hastings and Prince Edward Counties Health Unit
179 North Park St.
Belleville K8P 4P1
613-966-5500

Huron County Health Unit
Huronview Bldg.
Highway 4
Box 1120
Clinton N0M 1L0
519-482-3416

Kent-Chatham Health Unit
435 Grand Ave. W.
P. O. Box 1136
Chatham N7M 5L8
519-352-7270

Kingston, Frontenac, Lennox and Addington Health Unit
221 Portsmouth Ave.
Kingston K7M 1V5
613-549-1232

Leeds, Grenville and Lanark District Health Unit
458 Laurier Blvd.
Brockville K6V 7A3
613-345-5685

Middlesex-London Health Unit
50 King St.
London N6A 5L7
519-663-5317

Muskoka-Parry Sound Health Unit
10 Pine St.
Bracebridge P1L 1N3
705-645-4471

Niagara Regional Area Health Unit
573 Glenridge Ave.
P. O. Box 3040
St. Catharines L2R 7E3
416-688-3762

North Bay and District Health Unit
101 McIntyre St. W.
P. O. Box 450
North Bay P1B 8J1
705-474-1400

Northwestern Health Unit
21 Wolsley St.
Kenora P9N 3W7
807-468-3147

North York Health Unit
5100 Yonge St.
North York M2N 5V7
416-224-6777

Ottawa-Carleton Regional Health Unit
495 Richmond Rd.
Ottawa K2A 4A4
613-722-2328

Oxford County Health Unit
410 Buller St.
Box 485
Woodstock N4S 7Y5
519-539-6121

Peel Regional Health Dept.
199 County Court Blvd.
Brampton L6W 4P3
416-791-9400

Perth District Health Unit
653 West Gore St.
Stratford N5A 1L4
519-271-7600

Peterborough County-City Health Unit
10 Hospital Dr.
Peterborough K9J 8M1
705-743-1000

Porcupine Health Unit
169 Pine St. S.
P. O. Bag 2012
Timmins P4N 8B7
705-267-1181

Renfrew County and District Health Unit
1217 Pembroke St. E.
Highway 17
P. O. Box 940
Pembroke K8A 7M5
613-732-3629

Sarnia-Lambton Health Unit
160 Exmouth St.
Point Edward N7T 7Z6
519-383-8331

Scarborough Health Department
Scarborough Civic Centre
160 Borough Dr.
Scarborough M1P 4N8
416-396-7445

Simcoe County District Health Unit
County Administration Centre
Highway 26
Midhurst L0L 1X0
705-726-0100

Sudbury and District Health Unit
1300 Paris Cr.
Sudbury P3E 3A3
705-522-9200

Thunder Bay District Health Unit
999 Balmoral St.
Thunder Bay P7B 6E7
807-625-5900

Timiskaming Health Unit
221 Whitewood Ave.
P. O. Box 1240
New Liskeard P0J 1P0
705-647-4305

Toronto Health Unit
City Hall
7th Flr., E. Tower
100 Queen St. W.
Toronto M5H 2N2
416-392-7401

Waterloo Health Unit
850 King St. W.
Kitchener N2G 1E8
519-744-7357

Wellington-Dufferin-Guelph Health Unit
205 Queen St. E.
Fergus N1M 1T2
519-843-2460

Windsor-Essex County Health Unit
1005 Ouellette Ave.
Windsor N9A 4J8
519-258-2146

York Health Unit (City of)
2700 Eglinton Ave. W.
Toronto M6M 1V1
416-394-2436

York Regional Health Unit
22 Prospect St.
Newmarket L3Y 3S9
416-895-4511

HEALTH PROMOTION BRANCH

700 Bay St., 14th Flr.
Toronto M5G 1Z6
416-965-9203
416-324-7175 (Grant Information)
Fax 416-324-7179

HEALTH 42

The Health Promotion Branch is responsible for the development and implementation of program and policy initiatives in the area of **health** promotion. Activities include developing and implementing province-wide projects and policies; and providing information on various health promotion strategies and interventions.

The Policy Development and Coordination Unit coordinates health promotion policy and assists other internal and external areas in the Ministry of Health, in developing policies.

The Community Development Unit supports local communities by assisting them in developing and implementing health promotion initiatives. This area administers the **Health Promotion Grants Program** which provides **grants** to non-profit organizations, for a broad range of community-based health promotion projects. The unit also provides training and resource materials to communities on a variety of health promotion topics.

The Social Marketing Unit develops, supports, and evaluates community health promotion demonstration projects on specific health issues for later diffusion and dissemination. It currently coordinates the following community-based demonstration projects: the **Heart Health Promotion Program** to reduce the risk of cardiovascular disease; and the **Best Start—Community Action for Healthier Babies Program** to reduce the risk of low birth weight babies. This unit also works with other branches of the Ministry in developing health promotion communication strategies.

ASSISTANT DEPUTY MINISTER—INSTITUTIONAL HEALTH**INSTITUTIONAL HEALTH****HEALTH 43**

Hepburn Block, 10th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1R3
416-327-4264

Institutional Health includes the Community Hospitals Branch, the Teaching and Specialty Hospitals Branch, the Hospitals Planning Branch, the Mental Health Facilities Branch and the Policy and Support Unit.

TEACHING AND SPECIALTY HOSPITALS BRANCH**HEALTH 44**

15 Overlea Blvd., 7th Flr.
Toronto M4H 1A9
416-327-7286

The Teaching and Specialty Hospitals Branch guides and assists teaching hospitals and specialized facilities in the development of proposals and budgets in terms of Ministry of Health legislative and and policy guidelines.

These hospitals are affiliated with the five university medical schools in the province. The specialized facilities include the Donwood Institute, the Clarke Institute of Psychiatry, The Royal Ottawa Health Care Group, The Ontario Mental Health Foundation, The Ontario Cancer Treatment and Research Foundation and The Addiction Research Foundation.

The Teaching and Specialty Hospitals Branch also coordinates the institutional aspects of the following Specialty Care Programs: Emergency/Trauma, Cancer, Cardiovascular Surgery and Cardiology Services, Maternal/Newborn, AIDS Clinics and Dialysis Services (ESRD/MORE/Lithotripsy), and Transplantation Programs.

COMMUNITY HOSPITALS BRANCH**HEALTH 45**

15 Overlea Blvd. 7th Flr.
Toronto M4H 1A9
416-327-7126

The Community Hospitals Branch enables public and private **hospitals**, adults' and children's outpatient rehabilitation centres to provide programs and services consistent with Ministry policies, practices and standards. This process includes approval and monitoring of program operations funding.

The branch coordinates the following: **construction** and renovation of health care facilities including active and chronic hospitals, crippled children's treatment centres and rehabilitation centres.

The **Alternate Payments Program** (part of the Community Hospitals Branch) reviews applications for alternate forms of payment and executes agreements between the applicants and the Ministry.

HOSPITAL PLANNING BRANCH**HEALTH 46**

15 Overlea Blvd., 7th Flr.
Toronto M4H 1A9
416-327-7065

The Hospital Planning Branch reviews programs and plans for the design **construction**, and renovation of health care facilities, including acute and chronic **hospitals**, crippled chil-

dren's treatment centres and rehabilitation centres. Capital grants are administered to projects approved under the Public Hospitals Act.

The branch develops standards and provides advisory services for the design and development of efficient and economical health care facilities. Applicable guidelines and standards are regularly upgraded to reflect current knowledge and to anticipate future trends in facilities requirements. For hospital statistics, contact Information Resources and Services (326-1225).

The X-ray Inspection Service (7 Overlea Blvd., Toronto M4H 1A8 (327-7937) administers the regulation respecting X-ray safety for the healing arts. Responsibilities include registering owners of X-ray equipment used in the practice of medicine, approving plans for permanent locations, and performing inspections.

MENTAL HEALTH FACILITIES BRANCH

HEALTH 47

15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-327-7586

The Mental Health Facilities Branch is responsible for managing the operations of the province's ten **psychiatric hospitals**, as well as, assessing, approving, and monitoring the operations of the Addiction Research Foundation, the Clark Institute, Homewood Health Centre, Royal Ottawa Health Care Group and Network North. The branch is also responsible for the coordination of activities of all the psychiatric units in the public hospitals. The total bed capacity of the psychiatric hospitals and psychiatric units is approximately 6,250 and is legislated under the Ontario Mental Health Act, the Mental Hospital Act and the Public Hospitals Act.

The facilities provide a range of adult psychiatric services, including acute, rehabilitation, and long-term care. They also provide specialized care for dually diagnosed patients with either mental retardation or drug and alcohol dependencies, as well as, psychiatric disabilities, some adolescent programs and services for persons suffering from acquired brain damage. The ten provincially operated facilities are listed below:

Brockville Psychiatric Hospital
P. O. Box 1050
Brockville K6V 5W7
613-345-1461

London Psychiatric Hospital
850 Highbury Ave.
P. O. Box 2532
London N6A 4H1
519-455-5110

Hamilton Psychiatric Hospital
P. O. Box 585
Hamilton L8N 3K7
416-388-2511

North Bay Psychiatric Hospital
P. O. Box 3010
North Bay P1B 8L1
705-474-1200

Kingston Psychiatric Hospital
P. O. Box 603
Kingston K7L 4X3
613-546-1101

Penetanguishene Mental Health Centre
P. O. Box 5000
Penetanguishene L0K 1P0
519-549-3181

Lakehead Psychiatric Hospital
P. O. Box 2930
Thunder Bay P7B 5G4
807-343-4300

St. Thomas Psychiatric Hospital
P. O. Box 2004
St. Thomas N5P 3V9
519-631-8510

Whitby Psychiatric Hospital
P. O. Box 613
Whitby L1N 5S9
416-668-5881

Queen St. Mental Health Centre
1001 Queen St. W.
Toronto M6J 1H4
416-535-8501

The five community hospitals are listed below:

Addiction Research Foundation
33 Russell St.
Toronto M5S 2S1
416-595-6000

Royal Ottawa Health Care Group
1145 Carling Ave.
Ottawa K1Z 7K4
613-722-6521

Clarke Institute of Psychiatry
250 College St.
Toronto M5T 1R8
416-979-2221

Sudbury Algoma Hospital
680 Kirkwood Dr.
Sudbury P3E 1X3
507-675-9192

Homewood Health Centre
150 Delhi St.
Guelph N1E 6K9
519-824-1010

ASSISTANT DEPUTY MINISTER—CONSUMER HEALTH AND PLANNING

HEALTH PROGRAMS UNIT
Hepburn Block, 8th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1R3
416-327-8461
Fax 416-327-8458

HEALTH 48

The role of the Health Programs Unit is to increase effective planning, coordination and management of health services for the areas of Cardiovascular, Mental Health and Addictions, Cancer, Maternal and Newborn, Rehabilitation, Nursing, Diabetes, Native Health and Multicultural Health.

For each of these areas, a coordinator has been appointed. The role of the coordinator is to ensure the effective planning, development and coordination of their respective program or target group area within the Ministry. The coordinator liaises with other ministries, jurisdictions, client and interest groups and is the principal Ministry contact for the area.

FRENCH LANGUAGE HEALTH SERVICES
56 Wellesley St. W., 8th Flr.
Toronto M7A 2B6
416-965-5519

HEALTH 49

The French Language Health Services office coordinates and monitors the provision of **French Language Services** within the Ministry of Health, transfer payment agencies identi-

fied to provide services in French and a number of agencies, boards and commissions located in/or serving designated areas.

WOMEN'S HEALTH BUREAU

HEALTH 50

56 Wellesley St. W., 16th Flr.
Toronto M7A 2B6
416-965-0460

The Women's Health Bureau advises senior management on women's health issues; coordinates the development of women's health policy, liaises with the Ontario Women's Directorate, professional associations, hospitals, health clinics and women's groups; and promotes women's health issues within the Ministry.

HEALTH PLANNING BRANCH

HEALTH 51

15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-327-7502

Health Planning Branch coordinates and undertakes health planning for the Ministry. The branch receives advice from district health councils on local **health** planning issues. District Health Councils are appointed by order-in-council to advise the Minister on local planning issues. The members of council are **volunteers** representing consumers, health care providers and local government. The following is a list of District Health Councils, organized by area and by county:

CENTRAL EAST AREA

Durham Region District
40 King St. W., Ste. 300
Oshawa L1H 1A4
416-433-4262

Haliburton, Kawartha and Pine Ridge District
P. O. Box 544
Peterborough K9J 6Z6
705-748-2992

Metropolitan Toronto District
1246 Yonge St., 3rd Flr.
Toronto M4T 1W5
416-922-8820

Peel District
350 Rutherford Rd. S., Ste. 220
Brampton L6W 4N6
416-455-4856

Simcoe District
11 Victoria St., Ste. 216
Barrie L4N 6T3
705-734-9960

CENTRAL WEST AREA

Brant District
233 Colborne St., Ste. 401
Brantford N3T 2H4
519-756-1330

Haldimand-Norfolk District
101 Nanticoke Creek Pkwy.
Box 5081
Townsend N0A 1S0
519-587-2231

Halton District
700 Dorval Dr., Ste. 503
Oakville L6K 3V3
416-842-2120

Hamilton-Wentworth District
Patterson Bldg., 2nd Flr.
Sanatorium Rd.
Main Post Office, Box 2085
Hamilton L8N 3R5
416-389-1321

Niagara District
1428 Pelham St. S.
Box 1059
Fonthill L0S 1E0
416-892-5771

Waterloo Region District
75 King St. S., Ste. 218
Waterloo Square
Waterloo N2J 1P2
519-884-6390

Wellington-Dufferin District
317 Speedvale Ave. E.
Guelph N1E 1N3
519-836-7440

EASTERN AREA

*Eastern Ontario District
Health Council*
340 Pitt St., 3rd Flr.
P. O. Box 1478
Cornwall K6H 5V5
613-933-9585

*Kingston, Frontenac and Lennox and
Addington District*
544 Princess St.
Kingston K7L 1C7
Mailing Address:
P. O. Box 1690
Kingston K7L 5J6
613-549-5253

Ottawa-Carleton Region District
955 Green Valley Cr., Ste. 350
Ottawa K2C 3V4
613-723-1440

Rideau Valley District
1 Abel St.
Box 487
Smiths Falls K7A 4T4
613-283-6980

NORTH EAST AREA

Algoma District
123 March St., Ste. 405
Sault Ste. Marie P6A 2Z5
705-942-0200

Cochrane District
119 Pine St. S., Ste. 310
Timmins P4N 2K3
705-264-9539

East Muskoka-Parry Sound District
36 Chaffey St.
P. O. Box 3000
Huntsville P0A 1K0
705-789-4429

Manitoulin-Sudbury District
160 Douglas St. W.
Sudbury P3E 1G1
705-675-5654

West Muskoka-Parry Sound District
17 James Street, 2nd Flr.
Parry Sound P2A 1T4
705-746-2123

NORTH WEST AREA

Kenora-Rainy River District
104 Government Rd.
Keewatin P0X 1C0
807-547-2028

Thunder Bay District
516 Victoria Ave. E., Ste. 8
Thunder Bay P7C 1A7
807-623-6131

Thunder Bay Region District
710 Victoria Ave. E., Ste. 201
Thunder Bay P7C 5P7
807-623-4151

SOUTH WEST AREA

Essex County District
76 University Ave. W., Ste. 207
Windsor N9A 5N7
519-256-4568

Grey-Bruce District
733 Ninth Ave. E., Unit 4
Owen Sound N4K 3E6
519-376-6691

Kent County District
75 Thames St.
Chatham N7L 1S4
519-351-1162

Thames Valley District
826 King St.
London N5W 2X6
519-679-9140

Lambton District
265 N. Front St., Ste. 108
Sarnia N7T 7X1
519-337-5485

CONSUMER SERVICES DIVISION

ASSISTIVE DEVICES BRANCH

HEALTH 52

7 Overlea Blvd., 6th Flr.
Toronto M4H 1A8
416-327-8804
Toll-free 1-800-268-6021
Toll-free 1-800-268-6023/1407 TTY/TDD
Toll-free 1-800-267-9458 Payment
Toll-free 1-800-387-4670 Claims Assessment

The **Assistive Devices Program (ADP)** contributes to the cost of selected and prescribed equipment and supplies for Ontario residents who have long term physical disabilities.

Devices covered for individuals of all ages are: prostheses; wheelchairs/mobility aids and specialized seating systems; ostomy supplies; hearing aids and **respiratory** equipment; orthoses (braces, splints); low tech vision and communications aids. ADP contributes up to 75 percent of the cost of these except in the case of adult hearing aids, where a fixed dollar amount is provided.

The program pays up to 75 percent of the cost of the following devices for Ontario residents born after July 1, 1963: burnscar and vascular compression garments and lymphedema pumps; high tech low vision and **communication** aids; incontinence supplies; enteral feeding devices and oxygen.

Individuals claiming support through ADP must have an ADP Equipment/Supply Authorization Form completed. Generally, applicants must see a **physician** who will verify their need for equipment and sign the form. When required, these physicians will refer clients to therapists, nurses and other **health** care professionals registered with the ADP who identify the most appropriate equipment to meet the applicant's need.

The ADP then contributes financially to the purchase of the identified equipment, usually through direct payment to equipment vendors holding contracts with ADP.

DRUG PROGRAMS BRANCH

HEALTH 53

7 Overlea Blvd., 6th Flr.
Toronto M4H 1A8
416-327-8109

The Drug Programs Branch advises the Ministry of Health, other provincial ministries, institutions, professional organizations, the pharmaceutical industry and the general public on matters relating to the Ontario **Drug Benefit** Program, including drug evaluations, improving the quality of drugs and pharmaceutical services, and promoting reasonable prices for prescriptions. Standards are set for the quality of **pharmaceuticals** in nursing homes, homes for the aged, hospitals and government institutions. The branch also pro-

vides secretariat functions to the Minister's advisory body, the Drug Quality and Therapeutics Committee (DQTC).

DRUG PROGRAMS BRANCH
PLANNING AND ADMINISTRATION

HEALTH 54

7 Overlea Blvd., 6th Flr.
Toronto M4H 1A8
416-327-8109

The Planning and Administration section is responsible for the planning, policy and administrative functions of the Drug Programs Branch. The section is also responsible for drug price negotiations and the **publication** and distribution of the Ontario Drug Benefit Formulary (ODBF) and the **Comparative Drug Index (CDI)**. The Ontario **Drug Benefit Formulary** publication identifies **drug** products designated as benefits and the amount which the ODB program will reimburse a pharmacy, under the authority of the Ontario Drug Benefit Act, 1986. The CDI identifies which brand of drugs may be interchanged under the Prescription Drug Cost Regulation Act, 1986. The ODB Formulary/CDI is published semi-annually.

DRUG PROGRAMS BRANCH
SCIENTIFIC ADVISORY SERVICE

HEALTH 55

7 Overlea Blvd., 6th Flr.
Toronto M4H 1A8
416-327-8109

The Scientific Advisory Service is responsible for the quality assessment of **drugs** to be listed, or already listed, in the Ontario **Drug Benefit Formulary (ODBF)** and the **Comparative Drug Index (CDI)**. The section provides scientific advice and liaison to the **Drug Quality and Therapeutics Committee (DQTC)**, an advisory Committee to the Minister of Health. The section consults and liaises with the pharmaceutical industry, professional organizations and other governments.

DRUG PROGRAMS BRANCH
ONTARIO DRUG BENEFIT

HEALTH 56

P. O. Box 68
Kingston K7L 5K1
613-548-6572
416-965-9451 (Toronto area callers)

The Ontario Drug Benefit is responsible for delivery of Ontario's Drug Benefit (ODB) program. The Ontario **Drug Benefit Formulary**, serves as a list of products which is a prescribing guide for doctors and a dispensing aid for pharmacists. When ordered by an Ontario authorized prescriber and dispensed in Ontario, **drugs** in the Formulary (and in exceptional circumstances those unlisted products approved by the Minister) are available at no charge to Drug Benefit recipients. The section processes claims and monitors billings from all Drug Benefit providers. This office also acts in an advisory capacity for matters related to Ontario Drug Benefit, and serves as a liaison for **pharmaceutical** services in **nursing homes, homes for the aged** and some **hospitals** and government institutions.

PROFESSIONAL RELATIONS BRANCH

HEALTH 57

7 Overlea Blvd., 1st Flr.

Toronto M4H 1A8

416-324-3574

This branch maintains liaison with all Ontario health professionals and their organizations. It is operationally responsible for Ministry activities in support of the Regulated Health Professions Act, 1991, and 21 individual health profession Acts which were introduced into the legislature on April 2, 1991. The branch is responsible for the **Health Disciplines Coordination** function, which includes administration of internal regulatory affairs (including the processing of regulations under the current Health Disciplines Act and other legislation governing the health professions) on behalf of the regulated health professions in Ontario. The branch also provides executive direction to, and administration of, the activities of the Health Boards Secretariat.

PROFESSIONAL RELATIONS BRANCH

HEALTH 58

HEALTH BOARDS SECRETARIAT

Hepburn Block, 11th Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1R3

416-327-8512

Fax 416-327-8524

The Health Boards Secretariat provides financial and administrative support to a number of **health** care appeal and review boards established under Ministry legislation.

The **Health Disciplines Board**, under the Health Disciplines Act, hears or reviews decisions made by the self-governing colleges of **physicians, dentists, optometrists, pharmacists, nurses** and **veterinarians** with respect to registration of members and complaints made against members. The **Denture Therapists Appeal Board**, under the Denture Therapists Act, hears or reviews decisions made by the Governing Board of Denture Therapists with respect to registration of members and **complaints** made against members. The **Health Services Appeal Board** under the Health Insurance Act, holds hearings in respect to decisions made by the General Manager, **Ontario Health Insurance Plan**, concerning practitioners' billing practices, payment of subscribers' claims, requests for enrolment or continued enrolment, and reviews physicians' extra billing under the Health Care Accessibility Act. The **Health Facilities Appeal Board**, holds hearings when: the Director, under the Ambulance Act or the Minister, under the Private Hospitals Act, proposes to revoke, suspend, or refuse to renew a licence, or where the licensee is dissatisfied with the terms and conditions imposed; the Director, under the Healing Arts Radiation Protection Act, proposes to refuse to issue or to revoke an approval for the installation or for a change in the installation of an X-ray machine; the Director, under the Independent Health Facilities Act, proposes to revoke, suspend or to refuse to issue, renew or consent to the transfer of a health facility licence.

The **Nursing Homes Review Board** and the **Laboratory Review Board** under the Nursing Homes Act and Laboratory and Specimen Collection Centre Licensing Act, holds hearings when their directors propose to refuse an application for a **licence**; or refuse to issue, renew, impose terms and conditions, revoke a licence or rescind where the licensee is dissatisfied with the terms and conditions imposed. The **Health Protection Appeal Board** holds hearings with respect to Orders of medical officers of health and public health inspectors under the Health Protection and Promotion Act and the **Immunization of School Pupils Act**. The **Hospital Appeal Board**, under the Public Hospitals Act, holds hearings with respect to decisions made by hospital boards concerning physicians' appoint-

ments to medical staff. The Funeral Services Review Board, as of February 12, 1990, was transferred to the Ministry of Consumer and Commercial Relations. The **Psychiatric Review Board**, under the Mental Health Act, holds hearings with respect to the hospitalization and treatment of involuntary **psychiatric** patients. The **Lieutenant Governor's Board of Review**, under the **Criminal Code of Canada** Act, reviews the case of every person detained on a Lieutenant Governor's Warrant (found guilty or unfit to stand trial by reason of insanity) within six months of initiation of the warrant and annually thereafter.

ASSISTANT DEPUTY MINISTER—CORPORATE AFFAIRS

AUDIT BRANCH

HEALTH 59

7 Overlea Blvd., 2nd Flr.
Toronto M4H 1A8
416-327-7797

This branch is responsible for the Ministry's audit functions, which include reviewing and appraising the accounting, financial and operating controls of internal offices and Ministry funded agencies.

HUMAN RESOURCES BRANCH

HEALTH 60

Hepburn Block, 11th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1S5
416-327-8749

The Human Resources Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. The branch establishes Ministry personnel policies and procedures, determines appropriate classification and compensation levels for all Ministry employees, recruits staff, counsels employees, investigates employee grievances, coordinates the Ministry's **Youth Employment Program** and maintains personnel and employee benefit records. Liaison is provided between the Ministry, the Human Resources Secretariat and the Ontario Public Service Employees Union (OPSEU). The branch also coordinates human resources planning activities and functions as a staff development resource. The **Employment Equity Program** coordinates Ministry programs to improve the employment status of women, racial minorities, persons with disabilities, native people and francophones. Regional offices, listed below, provide personnel services to Ministry employees in their geographic locations:

P. O. Box 1050
Brockville K6V 5W7
613-345-1461

Box 48 (Ontario Health Insurance)
49 Place d'Armes
Kingston K7L 5J3
613-548-6271

100 West 5th St.
Hamilton L9C 3N6
416-388-2511

850 Highbury Ave.
London N6A 4H1
519-455-5110

752 King St. W.
Kingston K7L 4X3
613-546-1101

Box 3010
North Bay P1B 8L1
705-474-1200

Church St.
Penetanguishene L0K 1P0
 705-549-3181

Box 2004
St. Thomas N5P 3V9
 519-631-8510

580 Algoma St. N.
 Box 2930
Thunder Bay P7B 5G4
 807-344-3571

1001 Queen St. W.
Toronto M6J 1H4
 416-535-8501

Queen's Park Unit
 Hepburn Block, 11th Flr.
Toronto M7A 1S5
 416-327-8752

Overlea Unit
 15 Overlea Blvd., 6th Flr.
Toronto M4H 1A8
 416-327-7579

Islington Satellite Unit
 Resources Rd.
Toronto M5W 1R5
 416-235-5939

Box 613
Whitby L1N 5S9
 416-668-5881

FINANCE AND ACCOUNTING BRANCH

7 Overlea Blvd., 5th Flr.
 Toronto M4H 1A8
 416-327-8900

HEALTH 61

The Finance and Accounting Branch provides the financial recording and reporting standards, establishes the Ministry's financial and accounting policies, and provides financial information to management.

The Program Accounting Section (Macdonald-Cartier Bldg., 3rd Flr., 49 Place d'Armes, Kingston K7L 5J3, 613-548-6547) processes all revenues generated by Ministry programs, operates payment systems encompassing professionals and subscribers for care provided under the Health Insurance Act, the **Ontario Drug Benefit Act**, the **Assistive Devices Program** (ADP), the Northern Health Travel Grant, the inter-provincial Reciprocal Billing Agreement, the Alternate Payment Program, and Comprehensive Health Organizations (Health Innovative Fund).

This office, also administers eligibility under the **Ontario Drug Benefit** program for the registration of eligible participants (via the **Ontario Health 65 Card**), and handles eligibility enquiries and Health Care registration enquiries (965-9337, or 613-548-6552). Selected prescribed **drugs** are provided at no charge to **senior citizens** (65 or older) who are residents in Ontario; and recipients of **Family Benefits Assistance** (FBA), **General Welfare Assistance** (GWA), and **Homes for Special Care, Home Care and Extended Health Care Benefits**. The Ontario Health 65 Card entitles eligible persons to **drug benefits**. All persons registered for **Ontario Health Care** who turn 65 years of age, will automatically receive the Ontario Health 65 Card for the first day of the month following their 65 birthday. Persons moving to Ontario can obtain registration forms for Ontario Health Care benefits including Drug Benefit, by contacting any Ministry of Health office, or by writing: Ministry of Health, Drug Benefit, P. O. Box 78, 49 Place d'Armes, Kingston K7L 5K2. Family Benefits Assistance (including the blind and disabled), General Welfare Assistance and other recipients are issued monthly cards. To be eligible as benefits, drugs must, for reasons of quality and cost control, be an approved benefit, prescribed by a person entitled to prescribe drugs in Ontario, and be obtained at a participating dispensary in Ontario.

The Corporate Accounting Section (15 Overlea Blvd., 3rd Flr., Toronto M4H 1A9, 327-8024) provides a controllership function for all Ministry organizational units. This function includes payments for suppliers' goods and services, payroll and expense account services, management of the Ministry's Financial Information System, payments for hospitals and related facilities, and payments to nursing homes and residential homes under the Homes For Special Care (HSC) and Extended Health Care Programs. This section also administers the eligibility process for **nursing home** applicants, under the Extended Care program, and handles eligibility enquiries (327-7972).

The Financial Monitoring and Control (FMC) Section, (7 Overlea Blvd., 5th Flr., Toronto M4H 1A8, 327-8900) also reports to the Finance and Accounting Branch.

FISCAL RESOURCES BRANCH

HEALTH 62

Hepburn Block, 9th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 2C6
416-327-8699

The Fiscal Resources Branch coordinates the Ministry's allocation and estimates processes, coordinates the preparation of submissions to Management Board, including the Ministry's management by results and financial reports. The branch manages the flow of cash to agencies and facilities funded by the Ministry, and provides detailed monitoring and forecasting of expenditures. Responsibilities include the provision of financial management and advisory services to Ministry managers.

SUPPLY AND SERVICES BRANCH

HEALTH 63

15 Overlea Blvd., 4th Flr.
Toronto M4H 1A9
416-327-7200

The Supply and Services Branch provides the Ministry with a wide range of supply and administrative services, including Purchasing Services (631-7148), assets management (327-7209), Reproduction and Stationery Services (327-8227), Ontario **Government Pharmaceutical and Medical Supply Service** (631-7100), Facilities Management Services (327-7209), insurance, vehicle licensing and parking administration (327-7208), Mail and Messenger Services (327-8214), Corporate Filing Services (327-8718), Records and Forms Management Services (327-8071), **Library Services** (327-8208), **Microimaging Services** (965-8242), and the **Ministry reading room** (327-8208) which allows public access to Ministry publications, statutes, most manuals and internal procedures.

The branch also provides a regional administrative and support services program in Kingston (613-548-6515) which provides a similar range of services to the Health Insurance Division head office program. Customer service inquiries regarding branch services should be directed to the Manager, Resources and Administrative (327-7208).

EMERGENCY HEALTH SERVICES BRANCH

HEALTH 64

Overlea Blvd., 7th Flr.
Toronto M4H 1A8
416-327-7900

The branch is responsible for the provision of basic life support and advanced (paramedic) ambulance services in Ontario. Activities include **licensing** private, municipal and hospital-based **ambulance** services; operating nine services staffed by Ministry of Health personnel; and coordinating air ambulance transfers through a central communications centre, listed

below. Emergency ambulance service can be requested via the number listed in local telephone directories or by dialing "0" for operator and asking for Zenith 90000.

Six regional offices are located throughout the province. Staff provide a direct link with the head office in Toronto; coordinate the review and approval of funds allocated to each ambulance service; offer advice related to **disaster** planning and ambulance service training programs; evaluate ambulance vehicle and equipment needs within the region; liaise with all levels of municipal, provincial, and federal governments to ensure appropriate ambulance services; provide advice to ambulance service operators to ensure service consistent with legislated requirements; and handle public inquiries and **complaints** on the system. The regional offices are listed below:

75 Spring St.
P. O. Box 790
Almonte K0A 1A0
613-256-3070

273 Tiffin St., Ste. 101
Barrie L4N 2N3
705-726-3541

Ontario Government Bldg., 9th Flr.
119 King St. W.
Box 2112
Hamilton L8N 3Z9
416-521-7148

205 York St., 2nd Flr.
London N6A 1B4
519-661-1790

199 Larch St., 1st Flr.
Sudbury P3E 5P9
705-675-4336

435 South James St.
Thunder Bay P7E 6E3
807-475-1290

Medical Air Transport Centre
15 Overlea Blvd., 1st Flr.
Toronto M4H 1A9
416-963-1150
705-726-8103 Emergency Room
After hour Duty Officer

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY OFFICE

HEALTH 65

2195 Yonge St., 4th Flr.
Toronto M4S 2B2
416-327-7040
Fax 416-327-7044

The Freedom of Information and Protection of Privacy Office (FOI) coordinates the implementation of the Freedom of Information and Protection of Privacy Act, within the Ministry of Health. The unit develops policies and procedures and offers an educational program to assist Ministry staff in responding to requests for information. Customer service is an important aspect of the FOI function, since the office processes information applications, reviews severance procedures, offers advice and assistance concerning procedures to program area coordinators, and establishes and collects fees in accordance with the Act. Ministry preparations for appeals are coordinated with the Legal Services Branch and program areas.

FOI liaises with the Office of the Commissioner of Information and Privacy and other Ministry staff to ensure that practices for the collection of personal information comply with the Act. The unit also coordinates the review of existing **legislation** and regulations, identifies conflicts with the Act, and provides recommendations to management. An

annual report is submitted to the Minister responsible for the Act and to the Commissioner.

LABORATORY SERVICES BRANCH

HEALTH 66

Box 9000, Terminal "A"
81 Resources Rd.
Etobicoke M9P 3T1
416-235-5952

The Laboratory Services Branch has **public health** laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of **disease**. The branch serves doctors, hospitals, private **laboratories**, health units and other ministries, and performs bacteriological analyses of **drinking water** for the general public. For drinking water specimen mailing kits, call local public health laboratories, listed below.

The Laboratory Licensing and Inspection Service (235-6054) **licenses** and inspects **medical** laboratories to ensure development and maintenance of high standards of medical laboratory services and to encourage the most economical use of available resources. Private, public health and **hospital** laboratories are inspected, as necessary, and facts on all aspects of laboratory operations are gathered. The branch also issues licences to specimen collection centres.

Public Health Laboratory
Hamilton Psychiatric Hospital
250 Fennell Ave. W., Box 2100
Hamilton L8N 3R5
416-385-5379

Public Health Laboratory
Government Bldg.
181 Barrie St., Box 240
Kingston K7L 4V8
613-548-6630

Public Health Laboratory
London Psychiatric Hospital
850 Highbury Ave.
Box 5704, Terminal "A"
London N6A 4L6
519-455-9310

Public Health Laboratory
750 Memorial Ave.
Box 600
Orillia L3V 6K5
705-325-7449

Public Health Laboratory
346 Moodie Dr.
Box 6301, Station "J"
Ottawa K2A 1S8
613-828-2442

Public Health Laboratory
Midwestern Regional Children's Centre
Box 700, Highway #23
Palmerston N0G 2P0
519-343-3102

Public Health Laboratory
99 Hospital Dr., Box 265
Peterborough K9J 6Y8
705-743-6811

Public Health Laboratory
160 McDougall St.
Box 220
Sault Ste. Marie P6A 5L6
705-254-7132

Public Health Laboratory
1300 Paris Cres.
Sudbury P3E 3A3
705-522-2640
(Timmins Satellite)

Public Health Laboratory
336 South Syndicate Ave.
Box 1100, Station "F"
Thunder Bay P7C 4X9
807-622-6449

Public Health Laboratory
67 Wilson Ave.
Timmins P4N 2S5
705-264-9571

*Public Health Laboratory
Central Laboratory*
81 Resources Rd.
Box 9000, Terminal "A"
Etobicoke M9P 3T1
416-235-5952

Public Health Laboratory
3400 Huron Church Rd.
Box 1616
Windsor N9A 6S2
519-969-4341

*Laboratory Licensing and
Inspection Service*
81A Resources Rd.
Etobicoke M9P 3T1
416-235-6054
Mailing Address:
P. O. Box 9000, Terminal 'A'
Toronto M5W 1R5

AGENCIES

For background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some agencies of the Ministry of Health are listed below. Contact the communications and information branch for unlisted agencies.

ADDICTION RESEARCH FOUNDATION
33 Russell St.
Toronto M5S 2S1
416-595-6000
Fax 416-595-5017

HEALTH 67

The Addiction Research Foundation (ARF) conducts specialized **research** and treatment, educational, clinical, preventive and community development programs. Research results are published in books and journal articles. Pamphlets, videos and other educational products are available. The Foundation's **library** (595-6144), which is open to the public, has an extensive collection of research reports, books and **audio-visual** material. Treatment for **alcoholics** and other **drug** abusers is available through the Clinical Research and Treatment Institute (595-6128), a research and teaching hospital.

The Foundation's **Drug and Alcohol Information Line** includes a series of factual, scientific telephone messages on alcohol and drug-related topics. This province-wide, toll-free service also offers information on community resources and treatment programs throughout Ontario. Available in English and French, with some tapes available in Italian, Portugese, Spanish, Cantonese, Greek, the service operates from 9:00 a.m. to 9:00 p.m. daily (1-800-387-2916 or 595-6111 in Toronto).

The Foundation has a communications office with responsibility for internal and external communications (595-6067) and a French language services office (595-6067).

Area offices of the Addiction Research Foundation, listed below, assist communities in the development of preventive and treatment services.

Barrie Area Office
100 Bell Farm Rd.
Barrie L4M 4Y6
705-726-4976

Burlington Area Office
3425 Harvester Rd., Ste. 211
Burlington L7N 3N1
416-632-2436/38

Kitchener Area Office
639 King St. W.
Kitchener N2G 1C7
519-579-1310

*Waterloo Region Assessment/
Referral Centre*
637 King St. W.
Kitchener N2G 1C7
519-579-3350

Mississauga Area Office
1270 Central Parkway W., Ste. 302
Mississauga L5C 4P4
416-270-1431

Sudbury Area Office
144 Pine St., Ste. 203
Sudbury P3C 1X3
705-675-1195

North Bay Area Office
288 Worthington St. W.
North Bay P1B 3B4
705-472-3850

Sault Ste. Marie Area Office
464 Albert St. E., Walrus II
Sault Ste. Marie P6A 2J8
705-256-2226

Timmins Area Office
Pine Plaza
119 Pine St. S., 3rd Flr.
Timmins P4N 2K3
705-267-6419

Thunder Bay Area Office
68 North Algoma St., Ste. 102
Thunder Bay P7A 4Z3
807-344-5080

Kenora Area Office
101 Chipman St.
Kenora P9N 1V7
807-468-6372

Chatham Area Office
575 Queen St.
Chatham N7M 2J7
519-354-1000

Sarnia Area Office
The Petrosar Bldg., Ste. 106E
265 North Front St.
Sarnia N7T 7X1
519-337-9611

London Area Office
414 Dufferin Ave.
London N6B 1Z6
519-433-3171

Windsor Area Office
2090 Wyandotte St. E.
Windsor N8Y 1E6
519-253-1146

Owen Sound Area Office
County Bldg.
595 9th Ave. E.
Owen Sound N4K 3E3
519-371-1861

St. Catharines Area Office
63 Church St., Ste. 410
St. Catharines L2R 3C4
416-685-1361

Hamilton Area Office
20 Hughson St. S., Ste. 508
Hamilton L8N 2A1
416-525-1250

Simcoe Area Office
191 Queensway W., Ste. 1
Simcoe N3Y 2M8
519-426-7260

Kingston Area Office
309 Alfred St.
Kingston K7L 3S4
613-546-4266

Belleville Area Office

248 Bridge St. E.
Belleville K8N 1P1
 613-962-9482

Whitby Area Office

Whitby Mall, Lang Tower West
 1615 Dundas St. E., 2nd Flr.
Whitby L1N 2L1
 416-576-6277

Peterborough Area Office

223 Aylmer St. N., Ste. 7
Peterborough K9J 3K3
 705-748-9830

Ottawa/Carleton Area Office

383 Parkdale Ave., Ste. 304
Ottawa K1Y 4R4
 613-722-1075

Cornwall Area Office

132 Second St. E., Ste. 406
Cornwall K6H 1Y4
 613-937-4035/36

Pembroke Area Office

77 Mary St., Ste. 201
Pembroke K8A 5V4
 613-735-1023

Perth Area Office

45 Drummond St.
Perth K7H 2J9
 613-267-1152

ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION

HEALTH 68

7 Overlea Blvd., 2nd Flr.
 Toronto M4H 1A8
 416-423-4240
 Fax 416-423-2017

The Ontario Cancer Treatment and Research Foundation supports programs of diagnosis, treatment and research in **cancer**. The Ontario Cancer Institute (incorporating the Princess Margaret Hospital) is affiliated with the Foundation. The Foundation operates eight regional cancer centres (associated with hospitals) and 32 consultative and follow-up clinics. Seven lodges accommodate out-of-town ambulatory patients receiving treatment. The Division of Epidemiology and Statistics generates and reports information regarding the occurrence of cancer in Ontario (**Ontario Cancer Registry**), performs epidemiologic research and interprets epidemiologic evidence for use in cancer education and control programs. The Foundation also funds breast screening program, diagnostic tests, rehabilitation programs, including speech therapy, and prosthetic devices, transportation of patients travelling over 40 kilometers, and chemotherapeutic drugs for needy Ontario patients. Support is offered to **medical**, paramedical and scientific personnel for undergraduate and postgraduate study in oncology. In addition, the Foundation supports career scientists and laboratory and clinical cancer investigation. The **Cancer Information Service** in Hamilton (1-800-263-6750) serves as a resource centre for health professionals, researchers and students.

Regional Cancer Centres are listed below:

Hamilton Regional Cancer Centre

711 Concession St.
Hamilton L8V 1C3
 416-387-9495
 Fax 416-575-6323

Kingston Regional Cancer Centre

King St. W.
Kingston K7L 2V7
 613-544-2630
 Fax 613-544-9708

London Regional Cancer Centre
790 Commissioners Rd. E.
London N6A 4L6
519-685-8600
Fax 519-685-8614

Ottawa Regional Cancer Centre
Ottawa Civic Hospital
190 Melrose Ave.
Ottawa K1Y 4K7
613-725-6300
Fax 613-725-6385

Ottawa Regional Cancer Centre
Ottawa General Hospital
501 Smyth Rd.
Ottawa K1G 8L6
613-737-7700
Fax 613-737-6745

Northeastern Ontario Regional Cancer Centre
41 Ramsey Lake Rd.
Sudbury P3E 5J1
705-522-0454
Fax 705-522-4421

Thunder Bay Regional Cancer Centre
290 Munro St.
Thunder Bay P7A 7T1
807-343-1610
Fax 807-345-2030

Toronto Bayview Regional Cancer Centre
2075 Bayview Ave.
Toronto M4N 3M5
416-488-5801
Fax 416-480-6002

Windsor Regional Cancer Centre
2220 Kildare Rd.
Windsor N8W 2X3
519-253-5253
Fax 519-971-9922

**HEALING ARTS RADIATION
PROTECTION COMMISSION**
7 Overlea Blvd., 6th Flr.
Toronto M4H 1A8
416-327-7952

HEALTH 69

The Healing Arts Radiation Protection (**HARP**) Commission ensures that Ontario residents' exposure to radiation from medical X-ray sources is as low as possible, consistent with the production of high quality diagnostic images.

Established under the provisions of the HARP Act, the Commission advises the Minister of Health on matters relating to **X-ray safety**, and approves training courses for all personnel involved in the use of medical X-rays. Six advisory committees representing the disciplines of chiropractic medicine, dentistry, medical radiology, physics, podiatry and radiological technology assist the Commission in developing regulations and guidelines to ensure the safe use of X-rays.

Activities, as well as, information on the creation of the Commission and its advisory committees, are detailed in the Commission's Annual Report.

ONTARIO MENTAL HEALTH FOUNDATION
365 Bloor St. E., Ste. 1708
Toronto M4W 3L4
416-920-7721

HEALTH 70

The Ontario Mental Health Foundation (OMHF) provides **grants** and **fellowships** for **mental health research**. The Foundation supports specific projects, postdoctoral students,

and postgraduate independent research. Application guidelines are available from the Foundation.

CHAPLAINCY SERVICES

HEALTH 71

880 Bay St., 4th Flr.

Toronto M7A 1E9

416-326-6858

Fax 416-326-6867

The Ministry of Community and Social Services acts as the lead Ministry in coordinating all chaplaincy services within the Ontario Government. For information, see the Chaplaincy Services entry under the Ministry of Community and Social Services. This office will be moving to the Hepburn Block, 4th Flr., 80 Grosvenor St., towards the end of the year.

ACTS

ACTS

HEALTH 72

The Ministry of Health is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's legal services or communications branch.

Alcoholism and Drug Addiction Research Foundation Act

Ambulance Act

Cancer Act

Cancer Remedies Act

Chiropody Act

Community Psychiatric Hospitals Act

Dental Technicians Act

Denture Therapists Act

Drugless Practitioners Act

Fluoridation Act

Healing Arts Radiation Protection Act

Health Care Accessibility Act, 1986

Health Disciplines Act

Health Facilities Special Orders Act, 1983

Health Insurance Act

Health Protection and Promotion Act, 1983

Homes for Special Care Act

Hypnosis Act

Immunization of School Pupils Act, 1982

Independent Health Facilities Act, 1989

Laboratory and Specimen Collection Centre Licencing Act

Mental Health Act

Mental Hospitals Act

Ministry of Health Act

Municipal Health Services Act

Nursing Homes Act

Ontario Drug Benefit Act, 1986

Ontario Mental Health Foundation Act

Ophthalmic Dispensers Act

Prescription Drug Cost Regulation Act, 1986

Private Hospitals Act

Psychologists Registration Act
Public Hospitals Act
Radiological Technicians Act
War Veterans Burial Act

MINISTRY OF HOUSING

777 Bay St., 10th Flr.
Toronto M5G 2E5

The Ministry of Housing is responsible for the development of programs and policies to increase the supply of affordable housing. While encouraging the conservation of existing accommodation, the Ministry provides rent-geared-to-income housing for qualified low and moderate-income households through Ontario Housing Corporation, and supports municipal, private and cooperative non-profit housing.

The Ministry administers provincial rent control legislation; and helps ensure that all structures in Ontario are built safely and efficiently through the administration of the Ontario Building and Plumbing Codes.

COMMUNICATIONS BRANCH

HOUSING 1

777 Bay St., 17th Flr.

Toronto M5G 2E5

416-585-7025

416-585-7041 Customer Assistance

The Communications Branch provides information and communications services to both the Ministry of Housing and the Ministry of Municipal Affairs.

HOUSING POLICY DIVISION

HOUSING POLICY DIVISION

HOUSING 2

777 Bay St., 2nd Flr.

Toronto M5G 2E5

416-585-6360

The Housing Policy Division is responsible for all strategic housing policy and program development functions in the Ministry.

STRATEGIC PLANNING AND RESEARCH BRANCH

HOUSING 3

777 Bay St., 10th Flr.

Toronto M5G 2E5

416-585-6360

The Strategic Planning and Research Branch is responsible for market **research**; coordination, policy analysis and advice on **housing** planning proposals initiated by other ministries and levels of government; and the strategic planning process for the Ministry.

HOUSING POLICY BRANCH

HOUSING 4

777 Bay St., 2nd Flr.

Toronto M5G 2E5

416-585-7519

The Housing Policy Branch is responsible for developing strategic policy recommendations, programs and legislation in the areas of community development, market and socially-assisted **housing** supply and rent regulation.

HOUSING ADVOCACY BRANCH

HOUSING 5

777 Bay St., 4th Flr.
Toronto M5G 2E5
416-585-4239

The Housing Advocacy Branch is responsible for removing impediments and enhancing opportunities for increasing the supply of affordable **housing** and improving housing opportunities for those poorly served by existing programs.

PARTNERS IN HOUSING PROGRAM

HOUSING 6

777 Bay St., 4th Flr.
Toronto M5G 2E5
416-585-4239

This program provides financial assistance and other means of support to community and government partners to promote or advance work in policy priority areas of affordable housing supply, **housing** development on government land and rent regulation.

Financial assistance may be provided as project specific grants or operating **grants**. Program funding is available to not-for-profit organizations and agencies who carry out their primary activities in Ontario.

HOUSING OPERATIONS DIVISION

HOUSING OPERATIONS DIVISION

HOUSING 7

777 Bay St., 10th Flr.
Toronto M5G 2E5
416-585-6152
Fax 416-585-7617

The Housing Operations Division is involved in all activities associated with the delivery, development, monitoring and standards of programs. Its activities include support for Ontario Housing Corporation (OHC) and its local housing authorities which manage OHC housing, and support for tenant and technical programs. The division is responsible for coordinating all operational activities in the area of regulation of rental housing, including the Rental Housing Protection Program and the Rent Registry.

HOUSING PROGRAMS BRANCH

HOUSING 8

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6458
Fax 416-585-7610

The branch develops programs and operational policy initiatives regarding the production, management and financing of social and market housing; evaluates and advises on current social housing programs and issues for the Ontario Housing Corporation, non-profit and cooperative housing and related housing sectors; and coordinates federal-provincial relations, sector liaison, homelessness initiatives and the Home Sharing Program for the Housing Operations Division.

**HOUSING PROGRAMS BRANCH
HOME SHARING PROGRAM****HOUSING 9**

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6451

Home sharing is a living arrangement involving two or more unrelated persons who share a house or apartment. Each has his or her own private space and shares some common areas such as the living room and kitchen.

Through its Home Sharing Program, the Ministry funds community agencies to match together persons who are seeking and providing accommodation. Their services include a housing registry, referral, counselling and follow-up assistance.

A variety of client groups are served under this program, including seniors, single parents, students and newcomers to Canada.

The Ministry and local municipalities currently fund 17 home sharing agencies located in Metropolitan Toronto, the regions of Hamilton-Wentworth, Niagara, Ottawa-Carleton, Sudbury, and Waterloo and York, and the cities of Peterborough, London and North Bay.

TENANT SUPPORT SERVICES BRANCH**HOUSING 10**

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6450
Fax 416-585-7610

The Tenant Support Services Branch develops programs and policies designed to improve the quality of life for tenants residing in rent-geared-to-income housing. Linkages are facilitated with social service, educational and health care providers which may be of interest or benefit to tenants. The branch also promotes tenant participation in the decisions which affect them, and develops policy in areas such as race relations, tenant rights and responsibilities, community development, supportive housing, safety and security and anti-drug initiatives.

TECHNICAL SUPPORT SERVICES BRANCH**HOUSING 11**

700 Lawrence Ave. W., Ste. 360
P. O. Box 136
Toronto M6A 3B4
416-256-6401
Fax 416-256-6596

The Technical Support Services Branch provides architectural, engineering and appraisal services to the Ministry of Housing and the Ontario Housing Corporation's client groups through the Regional Housing Programs Offices (see Housing Field Operations). Guidelines, manuals, standards and generic specifications associated with the design, construction, conservation and maintenance of housing accommodation in its many forms are developed by the branch. It also coordinates construction or conservation projects and programs that involve more than one Regional Housing Programs Office.

HOUSING FIELD OPERATIONS

HOUSING 12

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430
Fax 416-585-7610

Housing Field Operations is responsible for six Regional Housing Programs Offices (RHPO) supporting the administration of 56 **housing authorities** involved in the day-to-day management of public housing. The offices, which are located in Hamilton, London, Ottawa, Toronto, Sudbury and Thunder Bay, also work with non-profit housing corporations, cooperative groups and municipalities in the delivery of social housing programs.

The province-wide delivery and administration of various housing programs, including: Ontario Community Housing Assistance Program; Federal/Provincial and Unilateral Non-Profit Housing Programs; Low-Rise Rehabilitation Program (LRRP); convert-to-rent; Rent Supplement Program; Ontario Home Renewal Program (OHRP); Municipal Housing Statement Program; Ontario Home Renewal Program for Disabled Persons and Federal/Provincial Rural Housing Programs. The RHP offices have authority to approve non-profit groups' program loans and budgets, housing authority budgets, and emergency repairs to Ontario Housing Corporation (OHC) projects. They may also award tenders above financial limits set for housing authorities.

OHC's housing authorities administer the provincially owned rental **housing** dealing with local issues within the framework of management agreements and general policy directives. OHC units accommodate families, **senior citizens**, **disabled** people, low-income single persons and childless couples. Persons with disabilities must arrange for the provision of support services required to carry out essential daily functions. A priority system is used to rank applications according to the degree of need. The rent is calculated on a scale that is geared to gross household income. Assaulted women applying for permanent subsidized housing are eligible for special consideration.

Regional housing programs offices and local housing authorities are listed below.

**REGIONAL HOUSING PROGRAMS
OFFICES***Central Office*

4950 Yonge St., 4th Flr.
Madison Centre
Willowdale M2N 6K1
416-225-1211
Fax 416-225-9717
If long distance dial
1-800-668-0208

Eastern Office

1365 Richmond Rd., Ste. 300
Ottawa K2B 6R7
613-820-8305
Fax 613-820-9013
If long distance dial
1-800-267-6108

Northern Office

662 Falconbridge Rd.
Sudbury P3A 4S4
705-560-6350
Fax 705-560-4262
If long distance dial
1-800-461-1190

Northwestern Office

540 West Arthur St.
Thunder Bay P7E 5R7
807-475-1465
Fax 807-475-8972
If long distance dial
1-800-465-5015

Southern Office
120 King St. W.
Hamilton L8P 4V2
416-521-7500
Fax 416-521-7200
If long distance dial
1-800-263-8295

Southwestern Office
380 Wellington St., Ste. 1100
London N6A 5B5
519-679-7110
Fax 519-673-5039
If long distance dial
1-800-265-4733

HOUSING AUTHORITIES

Arnprior
8 McGonigal St.
Arnprior K7S 1L3
613-623-7951

York Regional
70 Yonge St. S., Ste. B-3
Aurora L4G 1M2
416-727-1354
416-832-1618 (Toronto line)
If long distance dial
1-800-263-2233

South Simcoe & Barrie
49 High St., Ste. 404
Barrie L4N 5J4
705-728-3894
If long distance ask Operator
for Zenith 44120

Hastings & Prince Edward
194 Coleman St.
P. O. Box 682
Belleville K8N 5B3
613-968-3465
If long distance dial
1-800-267-2804

Muskoka District
175 Manitoba St., Ste. 203
P. O. Box 2009
Bracebridge P1L 1S3
705-645-9261
If long distance ask Operator
for Zenith 44120

Brant & Brantford
233 Colborne St.
Colborne Crt., Ste. 201
Brantford N3T 2H3
519-759-6100

Leeds & Brockville
51 King St. E.
Brockville K6V 1A8
613-342-2341
If long distance ask Operator
for Zenith 44120

South Waterloo
152 Main St.
Cambridge N1R 6R1
519-623-2686

Kent & Chatham
30 Raleigh St.
P. O. Box 1296
Chatham N7M 5R9
519-354-9592
If long distance ask Operator
for Zenith 44120

Northumberland County
200 Division St.
P. O. Box 969
Cobourg K9A 4W4
416-372-0151
If long distance ask Operator
for Zenith 24430

Cornwall & Area
1916 Pitt St., Unit 11
P. O. Box 1086
Cornwall K6H 5V2
613-938-7717
If long distance dial
1-800-267-2435

East Kenora District

61 King St.

Dryden P8N 1B7

807-223-3087

If long distance ask Operator
for Zenith 44120

Timiskaming District

P. O. Box 907, 6th Ave.

Englehart P0J 1H0

705-544-2334/35

If long distance ask Operator
for Zenith 44120

Essex County

360 Fairview Ave. W., No. 302
Box 2005

Essex N8M 1Y3

519-776-6464

If long distance ask Operator
for Zenith 44120

Rainy River District

414 Scott St.

Fort Frances P9A 3N1

807-274-7704

If long distance dial
1-800-465-2901

Huron County

44 East St.

Goderich N7A 1N3

519-524-2637

If long distance dial
1-800-265-1720

Wellington & Guelph

292 Speedvale Ave. W., Unit 7

Guelph N1H 1C4

519-824-7822

If long distance ask Operator
for Zenith 44120

Hamilton-Wentworth

2 King St. W., Jackson Sq.

P. O. Box 2500, Stn. A

Hamilton L8N 4E5

416-521-7399

Prescott & Russell

880 James St.

Hawkesbury K6A 2W8

613-632-8501

If long distance ask Operator
for Zenith 44120

South Cochrane District

629 Cedar St.

P. O. Box 1028

Iroquois Falls "A" P0K 1G0

705-232-4095

If long distance ask Operator
for Zenith 44120

North Cochrane District

Model City Mall

Kapuskasing P5N 2E9

705-335-6179

If long distance ask Operator
for Zenith 44120

West Kenora District

Bannister Centre

301 First Ave. S., 2nd Flr.

Kenora P9N 1W2

807-468-2825

If long distance dial
1-800-465-5308

Bruce County

325 Lambton St.

P. O. Box 1450

Kincardine N2Z 2Z4

519-396-3439

If long distance dial
1-800-265-3022

Kingston & Frontenac

394 King St. E.

P. O. Box 206

Kingston K7L 4V8

613-546-5591

If long distance ask Operator
for Zenith 44120

North Waterloo

385 Fairway Rd., S.

Kitchener N2C 1X2

519-893-6080

Victoria-Haliburton

Gateway Plaza, 51/55 Mary St., W.

Lindsay K9V 5Z6

705-324-6401

If long distance ask Operator
for Zenith 44120*Manitoulin & Espanola Area*

13 Worthington Ave.

P. O. Box 638

Little Current P0P 1K0

705-368-3400

If long distance ask Operator
for Zenith 44120*London & Middlesex*

Royal Trust Building

137 Dundas St., 4th Flr.

London N6A 1E9

519-434-2765

If long distance dial
1-800-265-5939*North Simcoe & Orillia*

478 Bay St.

P. O. Box 608

Midland L4R 4L3

705-526-4225

If long distance dial
1-800-461-4315*Peel Regional*

755 The Queensway E., Ste. 114

Mississauga L4Y 4C5

416-279-7792

If long distance ask Operator
for Zenith 44120*Lennox & Addington County*

20 Market Square

P. O. Box 43

Napanee K7R 1J4

613-354-5695

If long distance dial
1-800-267-0238*East Niagara*

4701 St. Clair Ave.

P. O. Box 656

Niagara Falls L2E 6V5

416-354-1678

For toll-free number check
blue pages of telephone directory*Nipissing & Parry Sound Districts*

222 McIntyre St. W., Ste. 500

P. O. Box 480

North Bay P1B 8J1

705-472-2441

If long distance dial
1-800-461-9560*Halton*

700 Dorval Dr., Ste. 220

Oakville L6K 3V3

416-849-8383

If long distance ask Operator
for Zenith 44120*Dufferin County*

15 Brenda Blvd., Ste. 9

Orangeville L9W 3L3

519-941-8221

Durham Regional

Rundle Tower

50 Centre St. S., 4th Flr.

Oshawa L1H 3Z7

416-434-5011

If long distance ask Operator
for Zenith 44120*Ottawa-Carleton Regional*

1545 Carling Ave., 7th Flr.

Ottawa K1Z 8R3

613-728-1600

Grey County & Owen Sound

1131-2nd Ave. E., Ste. 101

Owen Sound N4K 2J1

519-376-5744

If long distance dial
1-800-265-3728

Renfrew County & Pembroke
169 Lake St.
P. O. Box 636
Pembroke K8A 5L8
613-735-0782
If long distance ask Operator
for Zenith 44120

Peterborough
Time Square
380 Armour Rd., Ste. 100
Peterborough K9H 7L7
705-742-0439
If long distance ask Operator
for Zenith 44120

Grenville & Prescott
Federal Building
292 Centre St.
P. O. Box 1299
Prescott K0E 1T0
613-925-5906
If long distance ask Operator
for Zenith 44120

Renfrew
191 Plaunt St. S.
Renfrew K7V 1M7
613-432-3679

Sarnia & Lambton
1000 Finch Dr.
P. O. Box 2318
Sarnia N7T 7L7
519-383-6100

Algoma District
464 Albert St. E.
P. O. Box 445
Sault Ste. Marie P6A 5M1
705-946-2077
If long distance ask Operator
for Zenith 44120

Haldimand-Norfolk Regional
100 Colborne St. N.
Simcoe N3Y 3V1
519-426-7792
If long distance dial
1-800-265-8003

Lanark County & Smith Falls
218 Percy St.
P. O. Box 848
Smiths Falls K7A 4W7
613-283-2555

North Niagara
CORBLOC
80 King St., Ste. 205
St. Catharines L2R 7A7
416-682-9201
If long distance ask Operator
for Zenith 44120

Elgin & St. Thomas
34 Churchill Cres.
St. Thomas N5R 1N9
519-631-4580
If long distance ask Operator
for Zenith 44120

Perth & Stratford
413 Hibernia St.
Stratford N5A 5W2
519-271-5393
If long distance ask Operator
for Zenith 44120

Sudbury District
10 Elm St., 4th Flr.
P. O. Box 430
Sudbury P3C 5N3
705-674-8323
If long distance ask Operator
for Zenith 44120

Thunder Bay District
1111 East Victoria Ave.
Thunder Bay P7C 1B7
807-623-4288
If long distance dial
1-800-465-6848

Timmins
124 Third Ave.
Timmins P4N 1C5
705-264-5274
If long distance dial
1-800-461-7862

Metropolitan Toronto
365 Bloor St. E., 8th Flr.
Toronto M4W 3L4
416-969-6000

Central Niagara
72 East Main St.
P. O. Box 727
Welland L3B 5R5
416-734-4548
If long distance ask Operator
for Zenith 44120

Windsor
945 McDougall St.
P. O. Box 1330
Windsor N9A 1L9
519-254-1681

Oxford County
65 Springbank Ave., N.
P. O. Box 820
Woodstock N4S 8A3
519-539-4829
If long distance dial
1-800-265-1015

HOUSING FIELD OPERATIONS NON-PROFIT HOUSING PROGRAMS

HOUSING 13

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430
Fax 416-585-7610

HOMES NOW, a major non-profit **housing** initiative funded solely by the province, is designed to allow community-based sponsoring groups to create reasonably-priced housing. Eligible sponsors are municipal and private non-profit corporations, non-profit housing cooperatives, churches, service clubs and other associations.

About 70 per cent of the units created are allocated to people who cannot afford suitable accommodation. They pay **rents** based on their incomes (about 25 per cent of gross income) rather than on the size or type of units they require.

FEDERAL-PROVINCIAL NON-PROFIT HOUSING PROGRAM is another source of moderate-cost housing for families, **senior citizens**, childless couples, single persons and **persons with disabilities**. **Subsidies** are provided by the federal and provincial governments.

The above programs are administered by this Ministry's Regional Housing Programs Offices (See Housing Field Operations).

HOUSING FIELD OPERATIONS ONTARIO HOME RENEWAL PROGRAM

HOUSING 14

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430
Fax 416-585-7610

Ontario Home Renewal Program (**OHRP**) helps owner-occupants of residential properties to fix up their **homes** to standards developed locally and agreed to by the Ministry. The program is aimed at rehabilitating sub-standard homes, with the emphasis on faulty structural and sanitary conditions, as well as the upgrading of plumbing, insulation, heating and electrical systems.

Loans of up to \$7,500 are made to eligible owner-occupants who wish to bring their homes up to standard. A portion of a loan may be forgiven depending on the recipient's income. The current maximum annual qualifying family income, after allowable deductions is \$21,000.

Detailed information and application forms are available from local **municipalities** taking part in the Ontario Home Renewal Program (**OHRP**). In areas that are not situated within existing municipal boundaries, assistance is provided through the Ministry of Northern Development and Mines Field Offices (see Regional and Community Development Branch).

**HOUSING FIELD OPERATIONS
FEDERAL/PROVINCIAL RURAL HOUSING
PROGRAM**

HOUSING 15

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430
Fax 416-585-7610

Assistance is provided for the acquisition and rehabilitation of existing family units or the construction of new family units in rural communities with populations of less than 2,500.

Mortgage payments are geared to household income under this **home** purchase program administered by the federal government.

Canada Mortgage and Housing Corporation, the federal agency, provides 75 percent and Ontario Housing Corporation supplies 25 percent of the funds for this program.

For further information, please contact the nearest Canada Mortgage and Housing Corporation Office for details.

**HOUSING FIELD OPERATIONS
RENT SUPPLEMENT PROGRAM**

HOUSING 16

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430
Fax 416-585-7610

The Ontario Housing Corporation (OHC) and its local housing authorities work closely with the private sector in making suitable rental accommodation available for households who pay **rents** according to their incomes.

Under the Rent Supplement Program, OHC pays landlords the difference between the tenants' geared-to-income rents and the full rental rate negotiated between OHC (or the local housing authority) and the landlords.

Prospective **tenants** are chosen from the local **housing** priority list for rent-geared-to-income housing. The landlord meets with local housing authority staff to discuss applications from prospective tenants. The applicant is then advised of the availability of the unit by the local housing authority, and leasing arrangements are made between the landlord and the prospective tenant.

The tenant signs a lease with the landlord who is responsible for the normal landlord/tenant relationships, such as rent collection, maintenance, repairs and services normally offered to all tenants in the building.

HOUSING FIELD OPERATIONS CONVERT-TO-RENT PROGRAM

HOUSING 17

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430
Fax 416-585-7610

The Convert-to-Rent program is designed to encourage the creation of moderate-cost rental apartments in single family homes. Interest-free **loans** of \$7,000 are made for each new rental unit produced.

Additional loans for \$5,000 per dwelling are available where the conversion includes modifications made for **disabled persons**. The additional loan amount recognizes the extra costs associated with required modifications to the property and individual dwelling units.

Projects will not be eligible for the program if work begins prior to the Convert-to-Rent loan commitment.

The Convert-to-Rent program is administered through the Ministry's Regional Housing Programs offices (see Housing Field Operations).

HOUSING FIELD OPERATIONS MUNICIPAL HOUSING STATEMENT PROGRAM

HOUSING 18

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430
Fax 416-585-7610

The Ministry offers study grants and technical assistance to help municipalities prepare and update their housing statements.

A **Municipal Housing Statement (MHS)** defines a municipality's housing requirements and policy directions. It consists of two major components: a housing market analysis and the basis of a housing strategy. Housing statements also examine issues affecting maintenance of housing, such as housing renewal, quality of housing, energy efficiency, and potential for intensification of existing building stock.

When endorsed by a municipal council and approved by the Ministry, a housing statement can form the basis of a **municipality's** request for federal and provincial assistance with housing programs.

The Municipal Housing Statement Program is administered by this Ministry's Regional Housing Programs Offices (see Housing Field Operations).

HOUSING FIELD OPERATIONS METRO TORONTO HOUSING AUTHORITY

HOUSING 19

365 Bloor St. E., Ste. 8000
Toronto M4W 3L4
416-969-6000
416-789-7901 Maintenance Inquiry Board

The Metro Toronto Housing Authority administers the **Ontario Housing Corporation's** rent-geared-to-income housing in Metropolitan Toronto through six district offices, listed below. Tenant applications are made to the Housing Registry. Complaints should first be directed to on-site project managers. The **Maintenance Inquiry Board** operates a 24-hour service for after-hours maintenance problems.

District 1

2 Berkeley St., Unit 310
Toronto M5A 2W3
 416-366-7851
 (Central Toronto)

District 2

3227 Eglinton Ave. E., Unit 135
Scarborough M1J 3M5
 416-261-6176
 (East Toronto, East York
 and Scarborough South)

District 3

2131 Lawrence Ave. E.
Scarborough M1R 5G4
 416-285-5105
 (North and East Scarborough)

District 4

2 Sheppard Ave. E., Ste. 1101
Willowdale M2W 5Y7
 416-226-2002
 (East and Central North York)

District 5

3765 Chesswood Dr.
Downsview M3J 2P6
 416-636-6621
 (West North York
 and North Etobicoke)

District 6

56 Aberfoyle Cres., 3rd Flr.
Toronto M6K 2W4
 416-239-1155
 (York, South Etobicoke
 and West Toronto)

**METRO TORONTO HOUSING AUTHORITY
 RACE RELATIONS POLICIES AND PROGRAMS**

HOUSING 20

365 Bloor St. E., Ste. 8000
 Toronto M4W 3L4
 416-969-6143

The Race Relations Policies and Programs Office specializes in race relations training, multicultural programming and mediation for tenants of the **housing** authority.

**HOUSING FIELD OPERATIONS
 RENT REVIEW PROGRAMS**

HOUSING 21

415 Yonge St., 19th Flr.
 Toronto M5B 2E7
 416-324-4970
 Fax 416-326-0917

Ontario's **Residential Rent Regulation Act** (amended) limits the amount and frequency of **rent** increases in private residential rental accommodation. Through a network of 20 local rent review offices, Rent Review Programs resolves rent review applications from landlords and tenants, provides education and information services, and investigates and prosecutes illegal activities. Local offices (listed below) also provide information and advice on all **landlord and tenant** matters, including the Landlord and Tenant Act. After office hours, Monday to Friday 5pm-8pm, Saturday 10am-1pm, call toll-free 1-800-461-6767 (English/French/TDD).

CENTRAL ONTARIO REGION

4 Robert Speck Parkway, Ste. 550
Mississauga L4Z 1S1
 416-270-3280
 If long distance ask operator
 for Zenith 96000
 For Regional Municipality of Peel

47 Sheppard Ave. E., Ste. 402
North York M2N 5X5
 416-250-1261
 If long distance ask operator
 for Zenith 96000
 For North York, and Regional
 Municipality of York,
 excluding the Towns of E.
 Gwillimbury and Georgina

1200 Markham Rd., Ste. 415.

Scarborough M1H 3C3

416-438-3452

If long distance ask operator
for Zenith 96000

For Scarborough

5233 Dundas St. W., 4th Flr.

Etobicoke M9B 1A6

416-236-2681/2291

56 Wellesley St. W., 8th Flr.

Toronto M7A 2J9

416-326-9800

If long distance ask operator
for Zenith 96000

For City of Toronto, East York

EASTERN ONTARIO REGION

265 Ontario St., 1st Flr.

Kingston K7K 2X5

613-548-6770

If long distance ask operator
for Zenith 96000

For Counties of Frontenac, Lennox &
Addington, Leeds & Grenville,
Hastings & Prince Edward

40 King St. W., Ste. 700

Oshawa L1H 1A4

416-723-8135

If long distance ask operator
for Zenith 96000

For Regional Municipality of Durham

10 Rideau St., 3rd Flr.

Ottawa K1N 9J1

613-230-5114

If long distance ask operator
for Zenith 96000

For Regional Municipality of
Ottawa-Carleton, Counties of
Renfrew, Stormont-Dundas-Glengary,
Prescott & Russell & Lanark

139 George St. N., 1st Flr.

Peterborough K9J 3G6

705-743-9511

If long distance ask operator
for Zenith 96000

For Counties of Peterborough,
Northumberland, Victoria, Haliburton

NORTHERN ONTARIO REGION

189 Wyld St.

North Bay P1B 1Z7

705-476-8092

If long distance ask operator
for Zenith 96000

For Districts of Nipissing,
Parry Sound

128 Larch St., 6th Flr.

Sudbury P3E 5J8

705-675-4394

If long distance dial
1-800-461-9909 or ask operator
for Zenith 96000

For Regional Municipality of
Sudbury, Districts of Sudbury,
Manitoulin, Algoma

540 W. Arthur St.

Thunder Bay P7E 5R7

807-475-1595

If long distance ask operator
for Zenith 96000

For Districts of Thunder Bay,
Kenora, Rainy River

111 Wilson Ave., Ground Flr.

Timmins P4N 2S8

705-264-9557

If long distance ask operator
for Zenith 96000

For Districts of
Cochrane, Timiskaming

SOUTHWESTERN ONTARIO REGION

114 Worsley St., 5th Flr.

Barrie L4M 1M1

705-737-2111

If long distance dial

1-800-461-2882

For County of Simcoe, Towns of

East Gwillimbury & Georgina

in the Regional Municipality

of York, District

Municipality of Muskoka

25 Main Street W., Ste. 620

Hamilton L8P 1H1

416-528-8701

If long distance dial

1-800-668-9565

For Regional Municipalities

of Hamilton-Wentworth, Halton,

Haldimand-Norfolk, County of Brant

30 Duke St. W., 4th Flr., Ste. 401

Kitchener N2H 3W5

519-579-5790

If long distance dial

1-800-265-8926

For Regional Municipality of

Waterloo, Counties of Wellington,

Dufferin

240 Wharncliffe Rd. N., Ste. 100

London N6H 4P2

519-679-7270

If long distance dial

1-800-265-0937/8

For Counties of Middlesex,

Oxford, Elgin, Lambton,

Perth, Huron

1077 Second Ave. E.

Owen Sound N4K 2H8

519-376-3202

If long distance dial

1-800-265-3737

For Counties of Grey, Bruce

43 Church St., Ste. 505

St. Catharines L2R 7E1

416-684-6562

If long distance dial

1-800-263-4937

For Regional Municipality

of Niagara

880 Ouellette Ave., Ste. 302

Windsor N9A 1C7

519-253-3532

If long distance dial

1-800-265-6924

For Counties of Essex, Kent

RENT REVIEW PROGRAMS**SUCCESSFUL LANDLORD PROGRAM**

415 Yonge St., 19th Flr.

Toronto M5B 2E7

416-326-0920

Fax 416-326-0917

HOUSING 22

The Ministry of Housing encourages homeowners to become landlords through conversion of extra space in their homes into apartments. Studies have indicated that small landlords require improved **business** skills.

The Successful Landlord Program develops **education** and information programs to assist small **landlords** in managing their properties more effectively.

The Successful Landlord, a 5 part **television** series developed to provide information on getting into real estate; record keeping, acquisition and financing; good property management; landlord and the law; renovations and rehabilitation, is periodically broadcasted on TVOntario.

A **publication** was produced entitled "The Successful Landlord Study Manual" which provides practical guidance to the day-to-day business of being a small landlord, and is available through TVOntario (416-484-2614 or toll-free 1-800-387-8411).

HOUSING FIELD OPERATIONS RENTAL HOUSING PROTECTION PROGRAM

HOUSING 23

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-7527
Fax 416-585-6542

The Rental Housing Protection Program, administers the **Rental Housing Protection Act**, 1989.

Certain activities which reduce the stock of rental **housing** in larger centres are restricted by the Act. **Municipal** councils' approvals are required for proposals to convert, demolish, renovate, sever into individual ownership or otherwise change the use of rental housing. Tenants may not be evicted for these activities until municipal approval is obtained. Controls over condominium conversion apply to all rental residential properties in the province.

The program provides advice on the Act to municipalities and the general public and undertakes enquiries on alleged violations. The Rental Housing Protection Act brochure is available to the general public in English, French, Polish, Portuguese and Chinese.

HOUSING FIELD OPERATIONS ONTARIO'S RENT REGISTRY

HOUSING 24

415 Yonge St., 19th Flr.
Toronto M5B 2E7
416-326-0923
Fax 416-326-0930

As part of the **Residential Rent Regulation Act**, 1986, a province-wide Rent Registry has been established to record the maximum **rent** for private rental residential units. This process involves annual updating of the rents filed by landlords in accordance with the rent review guideline or as a result of rent review orders.

Landlords were required to register complexes (other than boarding houses) with 7 units or more by May 1, 1987. **Registration** of complexes with 6 units or less will be required at a later date, but may be performed earlier. The rent to be filed is generally the rent charged on July 1, 1985.

The Registry records, in its computer system, the "rent filed by landlord" and any recent rent review orders. The landlord and tenants are notified, and may apply to local Rent Review offices to correct, dispute or certify the legality of the registered rent.

The Registry ensures compliance with registration requirements, investigates registered and current rents, and prosecutes offences.

Information recorded in the Rent Registry is available from the local Rent Review office serving the area where the complex is located. (See listing under Rent Review Programs).

HOUSING FIELD OPERATIONS RENT REVIEW HEARINGS BOARD

HOUSING 25

77 Bloor St. W., 10th Flr.
Toronto M5S 1M2
416-963-1914
Fax 416-963-1200

The Rent Review Hearings Board is responsible for appeals under the **Residential Rent Regulation Act**, 1986. Appeals can be made by landlords or tenants who are directly

affected by and disagree with the Minister's decisions concerning determination of rent, disputed rent, rent rebate, standards of rental units, etc. Information, advice, **publications**, brochures and information sheets, videos, annual report and reference material on the **appeal** process for tenants and landlords are available from Resource Centres located at the Head Office and in the four regional offices listed below.

CENTRAL REGION

2190B Yonge St., 6th Flr.
Toronto M4S 2B8
416-322-7811
Fax 416-322-7807
If long distance dial
1-800-387-8936

EASTERN REGION

255 Albert St., 4th Flr.
Ottawa K1P 6A9
613-563-7096
Fax 613-239-1459
If long distance dial
1-800-267-1220

SOUTHWESTERN REGION

150 Dufferin Ave., 2nd Flr.
London N6A 5N6
519-679-7226
Fax 519-679-7128
If long distance dial
1-800-265-3459

NORTHERN REGION

30 Cedar St., 8th Flr.
Sudbury P3E 1A4
705-688-3015
Fax 705-688-3021
If long distance dial
1-800-461-0141

**HOUSING FIELD OPERATIONS
RESIDENTIAL RENTAL STANDARDS BOARD****HOUSING 26**

777 Bay St., 4th Flr.
Toronto M5G 2E5
416-585-7405
Toll-free 1-800-387-4451
Fax 416-585-6355

The Residential Rental Standards Board, created under the **Residential Rent Regulation Act**, 1986, ensures that all private rental residential units in the province are maintained at an acceptable minimum standard. The Board deals with serious maintenance problems, such as structural defects, inadequate heating, fire safety, pest infestation and plumbing defects, which have an impact on the health and safety of tenants, or the maintenance of buildings.

The Board's duties include: reviewing orders from provincial and municipal issuing authorities dealing with rental property; adopting minimum standards for health, safety and maintenance, as well as, issuing orders under these standards; reporting serious violations in all orders and recommending long-term solutions for maintenance issues to the Minister; educating and advising landlords and tenants on maintenance issues for rental residential properties.

Additional information including an Outline of the Board, the Standard and a Guide to the Standard, can be obtained by writing or telephoning the Board or contacting local Rent Review Programs offices (see Rent Review Programs).

BUILDING PROGRAMS

ONTARIO BUILDINGS BRANCH

HOUSING 27

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6666

The Ontario Buildings Branch administers the **Building Code** under the Building Code Act and the **Plumbing Code**. The Building Code consists of building requirements to minimize the risk of injury and property damage from structural failure, fire and health hazards. Advice is provided to municipalities, builders and the public on **building** regulations enforced by municipalities.

The branch also manages the **Building Action Program**, which administers **grants** to **municipalities** for innovative projects improving areas of building administration, and provides training courses for municipal building officials.

Other areas of responsibility include research of building industry issues and government-wide consolidation and streamlining of legislation relating to building.

CORPORATE RESOURCES MANAGEMENT DIVISION

CORPORATE RESOURCES MANAGEMENT DIVISION

HOUSING 28

777 Bay St., 10th Flr.
Toronto M5G 2E5
416-585-6670

Corporate Resources Management Division supports and advises the ministries of Housing and Municipal Affairs in achieving program objectives. This office develops management policies and processes; sets administrative standards; delivers essential resources and support services, and provides ongoing advice on a range of management activities and issues.

ADMINISTRATIVE SERVICES BRANCH

HOUSING 29

777 Bay St., 10th Flr.
Toronto M5G 2E5
416-585-6800

The Administrative Services Branch provides management services, resources planning, purchasing, accommodation, support to agencies, and the administration of **Freedom of Information** and Protection of Privacy legislation.

The Resources Planning Section (585-7042) manages the Ministry's financial resources allocation, estimates and results management processes.

The Facilities and Services Section (585-7232) serves the Ministry of Housing, the Ministry of Municipal Affairs and their agencies in the procurement of goods and services, forms and manuals management, printing, duplicating, office accommodation and design, telephone and mail services as well as assets and fleet management. The section liaises with the Ministry of Government Services to coordinate common services.

The section is also responsible for the **library** located at 777 Bay St., 2nd Floor. The library operates a freedom of information **reading room** which provides public access to publications, statutes, and operational manuals of both ministries, listed in the Freedom of Information and Protection of Individual Privacy Directory of General Records.

The Corporate and Agency Services (585-6521) provides administrative support and consultative services to Ministry agencies and boards. Submissions resulting from public **tenders** called on behalf of the Ministry and its agencies are accepted by the section.

The Agency Appointments office administers the appointment process (including outreach activities) for the Ministry's agencies, boards and commissions.

AUDIT SERVICES BRANCH

HOUSING 30

777 Bay St., 17th Flr.

Toronto M5G 2E5

416-585-6550

The Audit Services Branch is responsible for the internal audit function for the ministries of Housing and Municipal Affairs and their agencies. The branch performs financial, EDP and management audits to assess the adequacy of controls.

FINANCIAL SERVICES BRANCH

HOUSING 31

777 Bay St., 3rd Flr.

Toronto M5G 2E5

416-585-6577

The Financial Services Branch provides financial management and accounting services related to all Ministry of Housing and Ministry of Municipal Affairs programs. These services include accounts payable, coordination of housing related cost-sharing arrangements with the federal government, receipt of revenue, formulation of policies and procedures relating to financial control, and preparation of annual estimates and public accounts.

The branch coordinates housing-related, cost-sharing arrangements with the federal government, and provides accounting and banking services to 56 local **housing authorities** across the province.

Financial liaison with the Provincial Auditor and the Ministry of Treasury and Economics is also provided by the branch.

HUMAN RESOURCES BRANCH

HOUSING 32

777 Bay St., 3rd Flr.

Toronto M5G 2E5

416-585-6003

The Human Resources Branch provides a range of human resources services to the Ministry of Housing and the Ministry of Municipal Affairs, and the local housing authorities, with the exception of the Metro Toronto Housing Authority (969-6330) which handles its own human resources functions.

Employment Equity Services to staff are provided by the employee advisory and advocacy services within the branch's Employee Services Section, as well as through outreach recruitment in Human Resources Services, and in the planning, targeting and monitoring activities of the Workforce Policy and Planning area. This provides an integrated approach to planning and achieving employment equity goals and timetables.

Employee Services provides a range of employee-related services, including training and advisory services, information systems support, and pay and benefits services. Human Resources Services provides outreach, recruitment, human resources skills training, organizational development and design, grievance administration, and health and safety advisory services.

Workforce Policy and Planning is responsible for strategic human resources planning, policy development and analysis; coordination of the preparation of Workforce Impact Plans and Strategies for Renewal Plans and Results. Labour Relations provides services in support of collective agreement negotiations for Ontario Housing Corporation. In addition, this section analyzes significant labour relations decisions and trends, contributes to policy development and assists in conflict resolution.

French Language Services provides translation services, reviews program development for language service needs, and plans and monitors the delivery of French Language Services throughout the province in designated areas.

The branch continues to serve as the Ministry liaison with the Civil Service Commission, Management Board Secretariat, Management Board of Cabinet, Ontario Public Service Employees Union (OPSEU) and Canadian Union of Public Employees (CUPE).

INFORMATION AND TECHNOLOGY SERVICES BRANCH

HOUSING 33

777 Bay St., 3rd Flr.
Toronto M5G 2E5
416-585-6830

The Information and Technology Services Branch provides management consulting, **systems development** and information technology-related services to the Ministry of Housing and its agencies. End-users receive office automation technical support and education. The branch is responsible for the definition, development and documentation of the Ministry's computerized information systems. It liaises with the Ministry of Government Services' Computer and Telecommunication Services Division, and represents the Ministry at the Ontario Systems Council. For government systems development policy, see Management Board of Cabinet, Information Technology Division.

LEGAL SERVICES BRANCH

HOUSING 34

777 Bay St., 16th Flr.
Toronto M5G 2E5
416-585-6703

The Legal Services Branch provides legal services to the Ministry of Housing and its agencies, boards and commissions. These services relate to housing supply and social housing programs, building development, rent review, purchase and sale of land, mortgages, Ministry operations and interpretation of statutes, regulations and proposed legislation. The section serving the Metropolitan Toronto Housing Authority is located at 1320 Yonge St., 2nd Flr., Toronto M4T 2W4, 928-4938.

ACTS

ACTS

HOUSING 35

The Ministry of Housing is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's legal services or communications branch.

Building Code Act
Elderly Person's Housing Aid Act
Housing Development Act
Ministry of Municipal Affairs and Housing Act, 1981
Ontario Housing Corporation Act

Ontario Water Resources Act,
subsections 44(2)(a), (b) and (c) and
sections 45 to 48 inclusive

Rental Housing Protection Act, 1986

Residential Complexes Financing Costs Restraint Act, 1982

Residential Rent Regulation Act, 1986 (amended)

Residential Tenancies Act, 1980

Rural Housing Assistance Act

MINISTRY OF INDUSTRY, TRADE AND TECHNOLOGY

Hearst Block

900 Bay St.

Queen's Park, Toronto M7A 2E1

The mandate of the Ministry of Industry, Trade and Technology is to help Ontario become a more productive and internationally competitive economy. The Ministry does this by providing leadership in economic policy development, advancing Ontario's interests with governments abroad, acting as an advocate for business within the Ontario Government, promoting cooperation for economic development at all levels of government and delivering a range of programs which stimulate opportunities for business and trade development. The Ministry's programs provide advice and financial assistance to encourage small business formation, expand domestic and international trade markets for Ontario based companies, attract foreign investors, support small and large scale industrial investments, support technological research and development and technological transfer to industry through the Technology Fund and promote and coordinate Ontario's international interests and activities.

DEPUTY MINISTER'S OFFICE

COMMUNICATIONS BRANCH

MITT 1

Hearst Block, 9th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-325-6666

416-325-6690 Corp. Creative Services

416-325-6685 Corp. Public Affairs

Fax 416-325-6688

The mandate of this branch is to communicate the Ministry's role, programs and services to the general public, the business community and the media. Corporate Public Affairs is responsible for speeches, news releases, press conferences and media relations. Corporate Creative Services is responsible for communications planning, **advertising, publications, audio/visual presentations** and special events.

LEGAL SERVICES BRANCH

MITT 2

56 Wellesley St. W., 5th Flr.

Toronto M7A 2E7

416-326-1000

The branch staff, who are seconded to this Ministry by the Ministry of the Attorney General, provide general legal services and counselling.

ASSISTANT DEPUTY MINISTER—INDUSTRY AND TECHNOLOGY DIVISION

INDUSTRY AND TECHNOLOGY DIVISION

MITT 3

Hearst Block, 8th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-325-6988

The division assists Ontario businesses to enter, compete successfully, and remain competitive in international markets. This office also encourages investors to select the province

as the site for their investments and to promote regional economic development within Ontario.

The division delivers the Ministry's programs and services through 13 offices located throughout Southern Ontario. General business counselling on product development, manufacturing, financing and marketing is provided to secondary manufacturing industries, small business entrepreneurs and investors.

REGIONAL OFFICES IN ONTARIO

Bank of Montreal Tower, Ste. 200
1 James St. N.

Hamilton L8R 2K3

416-521-7783

Fax 416-521-7398

If long distance dial

1-800-263-9293

1-800-263-8570 (French)

(Central Ontario West Area)

1055 Princess St., Ste. 308

Kingston K7L 5T3

613-545-4444

Fax 613-545-4439

If long distance dial

1-800-267-7848

(Eastern Ontario Area)

30 Duke St. W., Ste. 906

Kitchener N2H 3W5

519-744-6391

Fax 519-744-6204

If long distance dial

1-800-265-2428

(Southwestern Ontario Area)

195 Dufferin Ave., Ste. 607

London N6A 1K7

519-433-8105

Fax 519-433-6765

If long distance dial

1-800-265-4743

(Southwestern Ontario Area)

4 Robert Speck Pkwy., Ste. 1140

Mississauga L4Z 1S1

416-279-6515

Fax 416-279-9160

If long distance dial

1-800-668-0412

(Central Ontario West Area)

73 Mississauga St. E., 2nd Flr.

Box 488

Orillia L3V 6K2

705-325-1363

Fax 705-325-4484

If long distance ask Operator

for Zenith 59130

(Central East Ontario Area)

Place de Ville, Tower B, Ste. 870

112 Kent St.

Ottawa K1P 5P2

613-566-3703

Fax 613-563-0436

If long distance dial

1-800-267-6592

(Eastern Ontario Area)

1137 Second Ave. E.

Owen Sound N4K 2J1

519-376-3875

Fax 519-376-8000

If long distance ask Operator

for Zenith 59130

(Southwestern Ontario Area)

139 George St. N.

Peterborough K9J 3G6

705-742-3459

Fax 705-742-3272

If long distance dial

1-800-461-6429

(Eastern Ontario Area)

Polysar Bldg., Ste. 304

201 Front St. N.

Sarnia N7T 7T9

519-332-5030

Fax 519-332-2836

If long distance dial

1-800-265-1449

80 King St., Ste. 801
Corbloc Bldg.
St. Catharines L2R 7G1
416-688-1454
Fax 416-688-4872
If long distance dial
1-800-263-5670
(Central Ontario West Area)

5 Fairview Mall Dr., Ste. 480
Willowdale M2J 2Z1
416-491-7680
Fax 416-491-3650
If long distance ask Operator
for Zenith 59130
(Central Ontario East Area)

250 Windsor Ave., 2nd Flr., Rm. 227
Windsor N9A 6V9
519-252-3475
Fax 519-252-9677
If long distance dial
1-800-265-1345
(Southwestern Ontario Area)

SMALL BUSINESS ONTARIO BUSINESS START-UP SERVICES

MITT 4

Hearst Block, 7th Flr.
900 Bay Street
Queen's Park, Toronto M7A 2E1
416-325-6532

Business Start-Up Services offers services and self-help materials to enhance the management skills and planning capabilities of small **business** in Ontario, with focus on the start-up stage.

In Toronto area (416-325-6522) and in the rest of Ontario (1-800-567-2345), **information service** will answer basic questions on business start-up and provide referral service to the Ministry's local small business services. Seminars on starting a business, marketing and other subjects are presented on a regular basis throughout Ontario. The **University Small Business Consulting Service** provides the business schools of 15 Ontario universities with funds permitting senior commerce and MBA students to offer low-cost consulting services to small business.

SMALL BUSINESS ONTARIO YOUTH START-UP CAPITAL

MITT 5

625 Church St., 1st Flr.
Toronto M4Y 2E8
416-326-5822
Toll-free 1-800-387-0777 Youth Hotline

Youth Start-Up Capital provide young people with interest free **loans** to operate their own businesses. The two programs are: The Student Venture Program provides students with an interest-free loan of up to \$3000 to start a summer business; and The Youth Venture Program provides a loan of up to \$7500 interest-free for one year.

SMALL BUSINESS ONTARIO
SMALL BUSINESS DEVELOPMENT SECTION
Hearst Block, 7th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-325-6488

MITT 6

The Small Business Development Section advises the government on the impact of new policies and **legislation** on small **business** performance. Staff meet regularly with business groups.

The section administers the **Technology Personnel Program**, which **financially** assists companies hiring new technical staff and **Visions**, the entrepreneur school visits program.

The section carries out small business **research** and develops initiatives to improve the climate for small business success and growth in Ontario.

DOMESTIC INDUSTRY SUPPORT BRANCH
SUPPLIER DEVELOPMENT SECTION
Hearst Block, 7th Flr.
900 Bay Street
Queen's Park, Toronto M7A 2E1
416-325-6878

MITT 7

The Supplier Development Section initiatives encourage manufacturers to optimize their Ontario sources of supply through better local access, quality assurance and cost effectiveness.

Private sector supplier development is supported through manufacturing opportunity shows, sector specific events in conjunction with industry associations and/or individual companies and seminars to assist supplier companies to strengthen their competitive position.

The section also focuses on public sector market opportunities. The section administers the **Industrial Development Review** process in which major Ontario government procurement can optimize industrial and technology development benefits.

DOMESTIC INDUSTRY SUPPORT BRANCH
INDUSTRY DEVELOPMENT SECTION
Hearst Block, 7th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-325-6895

MITT 8

The Industry Development Section assists targeted industry sectors, including both **manufacturing** and service industries, to improve their medium to long-term competitive position.

The section works with **industry** associations, sector organizations and other government levels to develop and implement sector strategies and programs related to product/process technology development and transfer, market development and sector promotion, human resources development and infrastructure development. The section also assists in broad industry restructuring programs.

Programs and activities include seminars, workshops, conferences, demonstration projects, non-financial (sector-level consulting and advisory services; program develop-

ment and planning assistance) and financial (needs analysis and diagnostic studies; project seed funding; feasibility studies; co-ventures) assistance.

Attention is currently focused on the following sectors: Aviation and Space; Automotive; Apparel/Textile/Footwear; Biotechnology; Industrial Equipment and Electronics; Construction; Design; Engineering; Environmental Products and Services; Food Processing; Furniture; Health Care Products and Services; Information Technologies (Hardware, Software and Services); Plastics/Chemicals/Materials; Telecommunications; Tool and Die.

DOMESTIC INDUSTRY SUPPORT BRANCH INDUSTRY PROMOTION SECTION

MITT 9

Hearst Block, 7th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-325-6873

The Industry Promotion Section coordinates **information services** highlighting the capabilities of Ontario manufacturing and service industries. It provides this information to the Canadian business marketplace through **publications**, videos and trade shows and to other government offices focusing on Ontario's **international** market opportunities.

This office houses the "**Sourcing Centre**" which responds to over 5,000 requests annually from **manufacturers** seeking Ontario suppliers of goods and specialized consulting services. In Toronto area (416-325-6871) and in the rest of Ontario (1-800-387-1436). It also publishes the "Market Place Bulletin" that informs Ontario's manufacturers about opportunities for market expansion, mergers and acquisition, joint ventures and licensing. This bulletin, issued ten times per year, reaches approximately 11,000 Ontario companies.

ONTARIO TECHNOLOGY FUND

MITT 10

56 Wellesley St. W., 15th Flr.

Queen's Park, Toronto M7A 2E1

416-314-8220

Fax 416-314-8224

The Ontario Technology Fund stimulates joint ventures in research, development and technology application in areas of strategic importance that will enhance the long-term competitiveness of Ontario industry. Through extensive contacts with the research community in both industry and academic, the office encourages cooperation between industry, university and government in areas of leading edge technology. The office contributes to the government's development and promotion of the science and technology policies and programs.

Programs administered by the Technology Fund are: Industry Research Program; Centres of Excellence; Technology Adjustment Research Program; Radarsat; International Research and Development Agreements; Technical Personnel Program (325-6489); University Research Incentive Fund (963-1194) and Centres of Entrepreneurship (963-1194).

**ASSISTANT DEPUTY MINISTER—TRADE AND
INTERNATIONAL RELATIONS DIVISION**

TRADE AND INVESTMENT SUPPORT BRANCH

MITT 11

Hearst Block, 5th Flr.

900 Bay St.

Queens Park, Toronto M7A 2E1

416-325-6846

Fax 416-325-6814

The role of the branch is to support the trade and investment activities of the international branches and act as a conduit between the regional offices and the international offices in these activities.

**TRADE AND INVESTMENT SUPPORT BRANCH
STRATEGIC ALLIANCES SECTION**

MITT 12

Hearst Block, 5th Flr.

900 Bay St.

Queens Park, Toronto M7A 2E1

416-325-6840

Fax 416-325-6814

The Strategic Alliance Section provides specialized counselling and assistance to Ontario secondary **manufacturers** seeking opportunities through joint ventures, licensing arrangements, technology transfer, **mergers** and acquisitions in conjunction with the Ministry's Domestic and International Offices.

It also coordinates activities listed under joint ventures/licensing and mergers and acquisitions program promoted through the Market Place Bulletin.

**TRADE AND INVESTMENT SUPPORT BRANCH
PLANT LOCATION AND MUNICIPAL
LIAISON SECTION**

MITT 13

Hearst Block, 5th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-325-6966

Fax 416-325-6814

The Plant Location and Municipal Liaison Section offers a confidential consulting and locating service to **industries** considering the establishment of new or expanded **manufacturing** facilities. Consultative services and **publications** on industrial development and promotion are available to municipalities.

**TRADE AND INVESTMENT SUPPORT BRANCH
BUSINESS IMMIGRATION SECTION**

MITT 14

Hearst Block, 5th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-325-6970

Fax 416-325-6814

The Business Immigration Section counsels foreign business persons intending to immigrate to Canada, concerning immigration procedures and **business** prospects in Ontario. Assistance is provided with business establishment issues following immigration, especially

to introduce business **immigrants** to business opportunities. The section also reviews proposals for program eligibility, from Ontario businesses seeking capital through the **Immigrant Investor Program**.

In addition, the section provides other business immigration related services, such as, assistance with transfer of key personnel from other countries to new Ontario operations.

TRADE AND INVESTMENT SUPPORT BRANCH
TRADE SECTORS AND POLICY LIAISON SECTION

MITT 15

Hearst Block, 5th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-325-6655

Fax 416-325-6653

This section directs the development and implementation of international marketing and field services delivery programs which will, by expanding international trade, support the growth of productive, stable employment in Ontario.

TRADE AND INVESTMENT SUPPORT BRANCH
SPECIAL PROJECTS SECTION

MITT 16

Hearst Block, 5th Flr.

900 Bay St.

Queen's Park Toronto M7A 2E1

416-325-6860

Fax 416-325-6814

The Special Projects Section administers the **Trade Expansion Fund**, which provides matching **grants** for export marketing activities for small and medium-sized Ontario manufacturers to increase **exports** by developing new markets.

This office is responsible for the **NEBS** (New Exporters to Border States) and **EURONEX** (New Exporters to Europe) educational trade mission programs designed to provide new exporters with the opportunity to learn about the markets of the U.S. and Europe.

The section provides support to incoming business delegations and outgoing trade and investment delegations, as requested.

TRADE AND INVESTMENT SUPPORT BRANCH
INVESTMENT MARKETING SECTION

MITT 17

Hearst Block, 5th Flr.

900 Bay St.

Queen's Park Toronto M7A 2E1

416-325-6830

Fax 416-325-6814

The Investment Marketing Section provides counsel to domestic or **international** firms involved in manufacturing of tradeable services on setting up or expanding business in Ontario. It also coordinates the Ministry's international investment program.

THE AMERICAS BRANCH

MITT 18

Hearst Block, 3rd Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-325-6790
Fax 416-325-6799

In the USA and Latin America, The Americas Branch directs the development and implementation of international marketing and field services delivery programs which will, by expanding **international** trade, support the growth of productive, stable employment in Ontario.

The Americas Branch assists the private sector to expand domestic economic activity through exports to the United States and Latin America. The prime directive is to strengthen Ontario's industrial and commercial competitiveness by attracting beneficial foreign investment and facilitating strategic partnering, joint venture and licensing opportunities.

The Agent General, **Ontario House**, New York, is responsible for representational and other activities in the United States on behalf of all Ontario Government ministries. This office acts as a cultural representative; promotes Ontario tourism; provides the public business groups and the media with information on Ontario and through these efforts raises Ontario's cultural profile internationally.

The following offices report to this branch:

1100 Circle 75 Pkwy., Ste. 620
Atlanta, Georgia 30339
404-956-1981
Fax 404-955-5699

14901 Quorum Dr., Ste. 485
Dallas, Texas 75240
214-386-8071
Fax 214-991-5159

Prudential Centre, Ste. 4360
800 Boylston St.
Boston, Massachusetts 02199
617-266-7172
Fax 617-266-0271

333 South Grand Ave., Ste. 620
Los Angeles, California 90071
213-621-2070
Fax 213-621-2624

221 North LaSalle St., Ste. 2700
Chicago, Illinois 60601
312-782-8688
Fax 312-782-5381

Ontario House
800 Third Ave., Ste. 2800
New York, New York 10022
212-308-1616
Fax 212-888-3186

EUROPE/MIDDLE EAST/SOUTH ASIA BRANCH

MITT 19

Hearst Block, 5th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-325-6500
Fax 416-325-6509

In Europe, the Middle East and South Asia, this branch directs the development and implementation of international marketing and field services delivery programs which will, by expanding **international** trade, support the growth of productive, stable employment in Ontario.

The Agent General, **Ontario House**, London, is responsible for representational and other activities in Britain and Ireland on behalf of all Ontario Government ministries. This office acts as a cultural representative; promotes Ontario tourism; provides the public, business groups and the media with information on Ontario; and develops commercial and agricultural opportunities in Europe.

The Agent General, **Ontario House**, Paris, is responsible for representational and other activities in France, Belgium/Luxembourg, the Netherlands, and Spain on behalf of all Ontario Government ministries. This office acts as a cultural representative; promotes Ontario tourism; provides the public, business groups and the media with information on Ontario; and develops agricultural and commercial opportunities.

The following offices report to this branch:

Ontario House
21 Knightsbridge
London SW1X 7LY England
011-44-71-245-1222
Fax 011-44-71-259-6661

Bockenheimer Landstrasse 51/53
D-6000 Frankfurt/Main
Federal Republic of Germany
011-49-69-719199-0
Fax 011-49-69-719199-28

Delegation of Ontario Canada
Ontario House
109 rue du Faubourg
Saint-Honore
75008 Paris, France
011-33-1-4-563-1634
Fax 011-33-1-4-225-3839

Delegation of Ontario Canada
Piazza della Repubblica #12, 2nd Flr.
20124 Milan, Italy
011-39-2-659-2255
Fax 011-39-2-659-2317

17 Jor Bagh Lodi Rd.
New Delhi 110, 003, India
011-91-11-462-4603
Fax 011-91-11-462-5333
Telex 081-3162927

ASIA/PACIFIC BRANCH
Hearst Block, 3th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-325-6785

MITT 20

In Asia and the Pacific area, this branch directs the development and implementation of international marketing and field services delivery programs which will, by expanding **international** trade and attracting foreign investment, support the growth of productive, stable employment in Ontario.

The following offices report to this branch:

Hong Kong
Hutchison House
10 Harcourt Rd., Rm. 906-908
Hong Kong
011-852-8453388
Fax 011-852-8455166
Telex 802-61871

Tokyo
Ontario House
World Trade Centre Bldg., Ste. 1219
4-1 Hamamatsu-cho 2-chome
Minato-ku
Tokyo 105, Japan
011-813-3-436-4355
Fax 011-813-3-436-2735
Telex 72-27145

Seoul

Government of Ontario/Canada
The Embassy of Canada
Kolon Bldg., 10th Flr.
45 Mugyo-Dong, Jung-ku
C.P. O. Box 6299
Seoul 100-662, Korea
011-82-2-753-2605/8
Fax 011-82-2-753-2613
Telex K27425

Singapore

Office of the Agent of Ontario
541 Orchard Rd.
Liat Towers, Ste. 10-03
0923 Singapore
011-65-732-4567
Fax 011-65-737-1622
Telex 87-56941

INTERNATIONAL RELATIONS BRANCH

MITT 21

Mowat Block, 5th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-325-8551
Fax 416-325-8550

The International Relations Branch provides policy advice on the Government of Ontario's **international** activities and the impact of foreign trends on provincial interest. The office identifies and advances Ontario's interests in the context of relations with **federal** departments responsible for international affairs, foreign countries and their diplomatic representatives in Ontario and subnational foreign jurisdictions and international organizations. The office also manages Ontario's **International Disaster Relief Program**.

INTERNATIONAL PLANNING SECRETARIAT

MITT 22

Mowat Block, 4th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-325-8525
Fax 416-325-8527

The International Planning Secretariat provides a corporate focus for the international activities of all ministries, working primarily as a resource for the Deputy Ministers' Committee on International Relations. The Secretariat administers the **International Activities Fund**, which offers assistance to Ontario organizations holding functions that advance the province's international objectives. It also manages the approval process for civil servant travel out of North America.

OFFICE OF PROTOCOL

MITT 23

Mowat Block, 6th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-325-8510

The Office of Protocol provides management, operational and advisory services in organizing royal and **official visits**, ceremonial events, government conferences and **hospitality** functions. The office coordinates official visits to Ontario and organizes briefing sessions and industrial familiarization tours for diplomatic and consular representatives in Ontario. The office also advises senior government officials and the public regarding rules and guidelines of international **protocol** practices.

ASSISTANT DEPUTY MINISTER—NORTHERN ONTARIO**NORTHERN ONTARIO**

MITT 24

500 Bay St., 2nd Flr.
Sault Ste. Marie P6A 1X4
705-945-8300

On a planned basis and in response to regional needs, this division supports the growth and competitiveness of the Northern Ontario private sector by: assisting the development of entrepreneurship and the growth of small **business**; encouraging industrial investment; and strengthening industry's international competitiveness thereby enhancing **employment** opportunities and increasing revenue in the province.

The division also operates a Northern Ontario business network consisting of 6 Business Self-Help Offices staffed by business consultants and 39 kiosks located in municipal economic development offices. These offices and kiosks provide basic information on business start-ups and management to entrepreneurs.

Business Self-Help Offices are in the following locations:

95 Meridian Ave.
Haileybury P0J 1K0
705-672-5155
Fax 705-672-5466
(District of Timiskaming)

Civic Square, West Tower
200 Brady St.
Sudbury P3E 5K3
705-673-9604
Fax 705-671-6767

200 McIntyre St. E.
P. O. Box 360
North Bay P1B 8H8
705-474-0400 Ext. 324
Fax 705-474-4493

Royal Bank Bldg., Ste. 203
620 Victoria Ave. E.
Thunder Bay P7C 1A9
807-622-3120
Fax 807-623-3962

500 Bay St., 2nd Flr.
Sault Ste. Marie P6A 1X4
705-945-8300
Fax 705-942-2823

273 Third Ave., Ste. 200
Timmins P4N 1E2
705-264-3400
Fax 705-360-1394

CORPORATE RESOURCES DIVISION**FINANCE AND ADMINISTRATION BRANCH**

MITT 25

Hearst Block, 9th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-325-6421

The branch provides financial accounting, support for international offices and general administrative services to the Ministry.

Financial management services include: processing of suppliers invoices, transfer payments, revenues, employees' expenses and charges from other ministries; maintenance of the financial information system; financial analysis and reporting; production of Public Accounts reports; liaison with the Provincial Auditor.

The International Offices Administration Section develops foreign service policies and procedures and provides financial and administrative support services to international offices and foreign service employees.

Administrative services include: purchasing and supply management; acquisition and design of office accommodation; management of telephone services; assets management; duplicating, mail and courier services. The section liaises with the Ministry of Government Services to coordinate common services, including supervision of Ministry security.

HUMAN RESOURCES BRANCH

MITT 26

Hearst Block, 9th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-325-6620

Fax 325-6715

The branch is responsible for the establishment of Human Resources policies and procedures, classification and compensation levels for Ministry employees; staff recruitment; staff development; human resources planning; employee counselling; labour relations; and the maintenance of personnel, payroll and employee benefit records. Liaison is provided between the Ministry, the Human Resources Secretariat, and the Ontario Public Service Employees Union (OPSEU).

The branch is also responsible for the Ministry's **Employment Equity Program**. This program plans, develops and coordinates activities to improve the employment status of women, visible minorities, disabled persons, native peoples and francophones.

INFORMATION AND TECHNOLOGY SYSTEMS BRANCH

MITT 27

Hearst Block, 3rd Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-325-6568

The branch supports and assists the Ministry and its Schedule 1 agencies staff by planning, implementing and maintaining cost-effective, high quality information and technology solutions that align with business strategies, priorities and objectives. It provides public access to Ministry information regarding **Freedom of Information**.

The Corporate Systems Section (325-6590) coordinates the development of the Ministry's information technology strategic plan; development and maintenance of corporate applications/databases and office automation tools; implementation of telecommunication facilities for local and wide area network; and provides information technology training.

The Information Centre (325-6624) provides Ministry staff with **library** services, including access to external databases, records and forms management services. The centre coordinates all requests for information submitted to the Ministry under the Freedom of Information and Protection of Privacy Act.

RESOURCES SECRETARIAT

MITT 28

Hearst Block, 9th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-325-6640

The Resources Secretariat provides operational, program evaluation and budget planning services; monitors and reports on budget performance; and liaises with central agencies concerning the Ministry's estimates, in-year financial reporting and resources requests.

FRENCH LANGUAGE SERVICES

MITT 29

Hearst Block, 8th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-325-6716

Fax 416-325-8966

The Office of the Coordinator of French Language Services formulates policy proposals and implementation plans to meet Ministry and agency obligations under the French Language Services Act. The office also advises the Minister and Deputy Minister on related issues; coordinates activities of Ministry offices in developing services in French; liaises with francophone associations and governments; and disseminates information about availability of Ministry services in French.

AUDIT SERVICES BRANCH

MITT 30

56 Wellesley St. W., 18th Flr.

Queen's Park, Toronto M7A 2E7

416-326-1703

The branch, which has a dual responsibility to act in a consultative and audit role, provides internal audit services to the Ministry and its agencies. To ensure economy, efficiency and effectiveness, the branch reviews and appraises financial management and electronics data processing controls of Ministry of Industry, Trade and Technology operational and program activities.

ASSISTANT DEPUTY MINISTER—POLICY AND DEVELOPMENT**POLICY AND DEVELOPMENT DIVISION**

MITT 31

Hearst Block, 8th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-325-6964

This division develops, monitors and evaluates policies related to Ontario's competitiveness; industrial and technology policies and programs; and trade policies related to Ontario's position on international and interprovincial negotiations and disputes.

**INDUSTRIAL AND TECHNOLOGY POLICY
BRANCH**

MITT 32

Hearst Block, 6th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-325-6964

The branch's mandate is to develop, monitor and evaluate industrial and technology policies and programs within the Ontario Government. Aims include improving the internal policy making process; ensuring effective representation of Ontario's interests within intergovernmental forums; and assisting the private sector in improving its competitiveness.

Industrial and Technology Policy Branch has three sections: Policy Development; Policy Coordination; and Economic Analysis.

TRADE POLICY BRANCH

MITT 33

Hearst Block, 6th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-325-6933

The branch works to strengthen Ontario's position in international and interprovincial trade by coordinating Ontario's involvement in international and interprovincial trade negotiations and disputes, monitoring and advising on trade policy and market trends in other countries, providing market intelligence and advice to other ministries on the trade policy implications of policy and program proposals. The branch has three sections: Trade Relations Policy, Market Development and Trade Policy Coordination.

**SECTORAL POLICY AND CABINET LIAISON
BRANCH**

MITT 34

Hearst Block, 6th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-325-6760

The Sectoral Policy and Cabinet Liaison Branch researches and develops policy advice on a broad range of economic development policy issues, including goods and services sector strategies, competitiveness, industrial adjustment, regional and community development, infrastructure, investment and procurement. The branch also manages the Ministry's involvement in the Cabinet policy development process and provides support services to the Ministry's Sectoral Advisory Committees.

AGENCIES

For background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some agencies of the Ministry of Industry, Trade and Technology are listed below. Contact the communications branch for unlisted agencies.

ORTECH INTERNATIONAL

MITT 35

2395 Speakman Dr.
Mississauga L5K 1B3
416-822-4111

ORTECH International is a broadly based technical services enterprise, dedicated to satisfying the needs of private and public sector organizations. ORTECH provides the highest quality services in product and process design and development, problem-solving, analysis, testing and evaluation, with emphasis on environmental, materials and transportation technologies.

As Canadian industry's leading independent resource for problem solving and the development of ideas, ORTECH generates more than 75 percent of its professional service revenue through industrial contracts.

All work at ORTECH is done on a fee-for-service basis. There is, however, no charge for initial meetings to establish the scope of work.

ORTECH is one of the very few broad-scale consulting and applied technologies organizations with the inherent flexibility to deliver a vast range of services in almost any combination required. Employed against the backdrop of a client's business imperatives, this unique feature permits the skills resident in different areas to be applied synergistically to client needs.

With headquarters in Mississauga, the independent ORTECH also maintains operations in Sarnia, Ontario.

ONTARIO INTERNATIONAL CORPORATION

MITT 36

56 Wellesley St. W., 7th Flr.
Queen's Park, Toronto M7A 2E4
416-314-8200

The Ontario International Corporation (OIC) assists in the marketing of Ontario professional services and capital goods to penetrate **export** markets and win contracts for specific projects. Major client groups include consulting engineers, projects planners and developers, contractors, architects, management and specialty consultants, and capital goods manufacturers. The agency also mobilizes public sector resources to support Ontario businesses in international projects where public sector involvement may make an important contribution to contract success.

The agency identifies **international** projects, gathers market information throughout the world, maintains contacts with foreign markets, financial and development institutions to identify and develop overseas project opportunities. Support programs and services to exporters include: the **International Projects Fund** which provides loans for project studies and proposals for qualifying projects, bringing buyers to Ontario for training; **business** development counselling to Ontario firms to develop international project opportunities; the **Consortia Assistance Program** which offsets the costs of developing promotional brochures and literature for export consortia.

THE DEVELOPMENT CORPORATIONS

MITT 37

56 Wellesley St. W.
Toronto M7A 2E7
416-326-1070

The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) encourage and assist in

the development and diversification of Ontario **industry** by providing: **financial assistance** through bank guarantees, term **loans** and incentive loans; sites, facilities and services in two industrial parks; and technical, **business** and financial information and advice. **Tourism** operations, secondary **manufacturing** industries and selected service industries may avail themselves of this service. Financial assistance is available for establishing new operations, expanding existing ones, purchasing fixed assets of Ontario-based foreign-owned companies, buying **pollution control** and **energy-saving** equipment, **export** financing, and initial production of new high technology products. Contact the corporations' head office or appropriate field office listed below, for further information.

ONTARIO DEVELOPMENT CORPORATION

23 Ball's Dr.
Bracebridge P1L 1T1
705-645-1175
Fax 705-645-5046
If long distance dial
1-800-465-9875

1 James St. N., Ste. 200
Hamilton L8R 2K3
416-521-7785
Fax 416-521-7398
If long distance dial
1-800-263-9293

30 Duke St. W., Ste. 906
Kitchener N2H 3W5
519-744-1991
Fax 519-744-6204
If long distance dial
1-800-265-2428

195 Dufferin Ave., Ste. 607
London N6A 1K7
519-433-2871
Fax 519-433-6765
If long distance dial
1-800-265-4746

4 Robert Speck Pkwy., Ste. 1140
Mississauga L4Z 1S1
416-279-9150
Fax 416-279-9160
If long distance dial
1-800-668-0412

5 Fairview Mall Dr., Ste. 480
Willowdale M2J 2Z1
416-491-7996
Fax 416-491-3650
If long distance dial
1-800-387-5061

250 Windsor Ave., Ste. 227
Windsor N9A 6V9
519-252-8455
Fax 519-252-9677
If long distance dial
1-800-252-1345

EASTERN ONTARIO DEVELOPMENT CORPORATION

1055 Princess St., Ste. 308
Kingston K7L 5T3
613-545-4445
Fax 613-545-4439
If long distance dial
1-800-267-7848

Place de Ville, Tower B, Ste. 850
112 Kent St.
Ottawa K1P 5P2
613-566-3707
Fax 613-563-2859
If long distance dial
1-800-267-6592

400A Pembroke St. E.
Pembroke K8A 3K8
613-735-2306
Fax 613-735-2873

139 George St. N.
Peterborough K9J 3G6
 705-742-3490
 Fax 705-742-3272
 If long distance dial
 1-800-461-6429

**NORTHERN ONTARIO
 DEVELOPMENT CORPORATION**

227 Second St. S.
Kenora P9N 1G1
 807-468-3758
 Fax 807-468-2845

147 McIntyre St. W., 2nd Flr.
North Bay P1B 2Y5
 705-472-4900
 Fax 705-472-6505
 If long distance dial
 1-800-461-1687

500 Bay St., 2nd Flr.
Sault Ste. Marie P6A 1X4
 705-945-8300
 Fax 705-942-2823
 If long distance dial
 1-800-461-2287

INNOVATION ONTARIO CORPORATION

56 Wellesley St. W., 7th Flr.
 Queen's Park, Toronto M7A 2E7
 416-326-1027
 Toll-free 1-800-463-7875
 Fax 416-326-1109

Innovation Ontario Corporation (**IOC**) assists the development of early stage technology-based **businesses** to a point where they can attract sufficient private sector investment to ensure growth and profitability.

The corporation offers shared risk and equity participation involving a direct purchase of either equity or convertible securities.

Innovation Ontario retains an on-going interest in the operations of the firms in which it holds a financial position.

Financial participation is only considered when a client provides a clear strategy for divestment. This facilitates the transition to private sector participation while at the same time protecting the integrity of public funds.

199 Larch St., 4th Flr.
Sudbury P3E 5P9
 705-675-4333
 Fax 705-674-5179
 If long distance dial
 1-800-461-1196

435 James St. S.
 P. O. Box 5000
Thunder Bay P7C 5G6
 807-475-1655
 Fax 807-475-1665
 If long distance dial
 1-800-465-5060

273 Third Ave., Ste. 200
Timmins P4N 1E2
 705-264-1323
 Fax 705-264-5927
 If long distance dial
 1-800-461-9848

MITT 38

ACTS

ACTS

MITT 39

The Ministry of Industry, Trade and Technology is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's legal services or communications branch.

- Development Corporations Act, (1984)
 - IDEA Corporation Act, (1981)
 - Massey-Ferguson Limited Act, (1981)
 - Ministry of Industry and Trade Act (1982)
 - Ontario Regulation 241/84—Ontario International Corporation
 - Ontario Regulation 550/86—Innovation Ontario Corporation
 - Research Foundation Act, (1944)
 - Technology Centres Act, (1982)
-

MINISTRY OF INTERGOVERNMENTAL AFFAIRS

Mowat Block, Queen's Park
Toronto M7A 1C2

The Ministry of Intergovernmental Affairs identifies and advances Ontario's interests with the Government of Canada, the governments of other provinces and the territories. The Ministry advises the government on the conduct of Ontario's relations with other governments and on major intergovernmental issues, including constitutional matters; provides the government with a wide range of information on intergovernmental events and activities in Canada; offers a number of services to other ministries including assistance in the conduct of their relations with the federal, provincial and territorial governments.

COMMUNICATIONS BRANCH

MIA 1

Mowat Block, 6th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1C2
416-325-4760
Fax 416-325-4759

The Communications Branch provides information services for the Ministry and its client groups. It also prepares communications plans and strategies and provides communications support to the Minister, Deputy Minister, senior managers and policy area. Other responsibilities include liaising with the media; answering public inquiries; coordinating advertising activities of the Ministry, producing and distributing news releases, speeches, publications and statements; monitoring events in other provinces, and ensuring that Ontario's position on issues of mutual concern reaches other governments in Canada.

Through contacts with the federal government and Ontario ministries, the branch also develops communications planning for members of the Royal family visiting the province.

FINANCE AND ADMINISTRATION SERVICES BRANCH

MIA 2

Mowat Block, 6th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1C2
416-325-4780

The Finance and Administration Services Branch assists in the execution of the Ministry's mandate, by ensuring that the Ministry operates according to the best management principles, objectives and practices available within the Government of Ontario. It manages and provides financial, administrative, human resources and information technology services in support of Ministry programs.

The office also provides guidance in preparing base and activity reviews; advice and direction on the allocation of financial and human resources within the Ministry; formal liaison between the Ministry and Cabinet and/or Cabinet committees; guidance on the impact and implementation of government-wide management, human resources and information technology policies and programs; advice and assistance in the development and implementation of management policies and programs; primary liaison between the Ministry and the administrative support services provided by other ministries.

**OFFICE OF CONSTITUTIONAL AFFAIRS AND
FEDERAL-PROVINCIAL RELATIONS**

MIA 3

Mowat Block, 5th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1C2

416-325-4800

Fax 416-325-4788

The Office of Constitutional Affairs and Federal-Provincial Relations provides advice to the government on broad corporate policy and procedures covering **constitutional** issues and all other aspects of Ontario's relations with the federal government and other provinces and territories. The office also offers advice on specific issues and activities with significant federal-provincial and interprovincial components. It coordinates Ontario's participation in major **federal-provincial** and **interprovincial** meetings and conferences such as **First Ministers' Conferences** and the annual Premiers' Conference; assists ministries in their interprovincial relations; and manages the Ontario-Quebec Commission for Cooperation (OQCC) and the Ministry's offices in Ottawa and Quebec City.

The Ottawa and Quebec offices are integral parts of the government's activities in federal-provincial and constitutional matters. Under the direction of respective Assistant Deputy Ministers, senior staff are able to carry out a more immediate, direct and personal exchange of information with government officials in these two key areas. In addition, the Ottawa office acts as a host office for Government of Ontario Ministers and officials in Ottawa for federal-provincial meetings.

**ONTARIO-QUEBEC COMMISSION FOR
COOPERATION**

MIA 4

Mowat Block, 5th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1C2

416-325-4802

The Ontario-Quebec Commission for Cooperation (OQCC) promotes and initiates economic, **cultural** and **educational exchanges** between individuals, schools and organizations in Ontario and **Quebec** to foster understanding and cooperation between residents of the two provinces. The OQCC encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint program funding and grants. It also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

ACTS**ACTS**

MIA 5

The Ministry of Intergovernmental Affairs administers the Act listed below.

Ministry of Intergovernmental Affairs Act

MINISTRY OF LABOUR

400 University Ave.

Toronto M7A 1T7

In 1882, the Ontario Government established the Bureau of Industry under the Department of Agriculture. In 1900, a Bureau of Labour came into being, and labour affairs were transferred from the Department of Agriculture to Public Works. The Bureau was replaced in 1916 by the Trades and Labour Branch, still under Public Works. In April 1919, Bill 169 brought all labour matters under the new Department of Labour. It was renamed the Ministry of Labour in 1970, when the Department of Labour Act was repealed and replaced by the Ministry of Labour Act.

The Ministry of Labour's mission is to advance safe, fair and harmonious workplace practices which are essential to the social and economic well-being of the people of Ontario. The Ministry works towards this end by promoting sound industrial relations, safe and healthy working conditions and equality of treatment and opportunity in employment. Programs are concerned with the rights and responsibilities of the individual worker; management and labour; and health and safety in the work place. The Ministry is assisted by a range of specialized agencies, boards and commissions, including the Workers' Compensation Board, the Ontario Labour Relations Board, the Workers' Compensation Appeals Tribunal, the Public Service Appeal Boards, the Industrial Disease Standards Panel, the Pay Equity Commission, and the Workplace Health and Safety Agency.

DEPUTY MINISTER'S OFFICE

PAY EQUITY COMMISSION

LABOUR 1

150 Eglinton Ave. E., 5th Flr.

Toronto M4P 1E8

416-481-4464

Toll-free 1-800-387-8813/87

Fax 416-965-4316

Pay Equity Hearings Tribunal

150 Eglinton Ave. E., 5th Flr.

416-481-4276

Toll-free 1-800-668-3946

Fax 416-324-6741

The Pay Equity Commission has been established to assist all parties in achieving pay equity in the workplace. The commission comprises the Pay Equity Office, which has a mandate to provide information and public education; policy and research; complaint resolution; and the Pay Equity Hearings Tribunal. The Hearings Tribunal hears and determines all matters and disputes which arise under the Pay Equity Act. Hearings may be held at the request of an employer, union, an individual employee or if the matter is referred to the Tribunal by the Pay Equity Office.

Implementation of the **Pay Equity Act** is a self-managed process undertaken by employers and employees or bargaining agents, with minimal involvement, if any, from the commission.

LEGAL SERVICES BRANCH**LABOUR 2**

400 University Ave., 16th Flr.
Toronto M7A 1T7
416-326-7950
Fax 416-326-7985

The Legal Services Branch counsels the Ministry on the interpretation of statutes and regulations, and the preparation and review of proposed legislation, regulations and other legal documents. The branch also supplies general legal services to the Ministry, such as conducting litigation, settling claims, acting at court hearings, and providing the Ministry with opinions relating to the Occupational Health and Safety Act, the Employment Standards Act, and the Workers' Compensation Act, among others. The Legal Services Branch staff are employees of the Attorney General's Office.

COMMUNICATIONS BRANCH**LABOUR 3**

400 University Ave., 15th Flr.
Toronto M7A 1T7
416-326-7400

The Communications Branch informs the public, client groups and the media about the Ministry's activities, and provides communications support to the Minister, the Deputy Minister, senior managers and program area. Activities include communication, planning, media liaison, and production and distribution of information materials.

The branch also operates an **Information Centre** on the main floor of the Ministry's offices at 400 University Avenue, Toronto (326-7565 or 1-800-267-9517) which provides general information and referrals for Ministry programs.

COORDINATOR OF FRENCH LANGUAGE SERVICES**LABOUR 4**

400 University Ave., 14th Flr.
Toronto M7A 1T7
416-326-7596

The French Language Services Coordinator implements, within this Ministry and its agencies, boards and commissions, the government's policy on providing French language services to the Franco-Ontarian public.

POLICY DIVISION**POLICY DIVISION****LABOUR 5**

400 University Ave., 14th Flr.
Toronto M7A 1T7
416-326-7625
Fax 416-326-7599

The Policy Division, headed by an Assistant Deputy Minister, provides the Minister and senior officials with information, analysis and advice to assist in the development, adoption and implementation of policies, programs and legislation related to the workplace.

HEALTH AND SAFETY POLICY BRANCH**LABOUR 6**

400 University Ave., 8th Flr.

Toronto M7A 1T7

416-326-7850

Fax 416-326-7889

The Health and Safety Policy Branch is responsible for conducting research on health and safety and for developing policy, legislation and regulations to ensure the health and safety of workers.

The Regulations Development Unit (326-7930) coordinates the development of regulations for toxic substances, including designated substances regulations and to protect workers from safety hazards made under the Occupational Health and Safety Act.

The Health and Safety Studies Unit (326-7870) conducts occupational **health** and **safety research** studies, and provides consultation concerning the effects of occupational and environmental exposure to **chemical** or biological agents on human health.

The Compliance Reporting Unit (326-7864) evaluates the compliance records of companies applying for **financial aid** and **licences** to cut timber on provincial crown land.

The Policy and Analysis Unit (326-7856) is responsible for the development of policies and procedures.

WORKPLACE POLICIES AND PRACTICES BRANCH**LABOUR 7**

400 University Ave., 15th Flr.

Toronto M7A 1T7

416-326-2625

Fax 416-327-7383

The Workplace Policies and Practices Branch conducts and coordinates research and policy development in the areas of employment rights and workplace practices including workers' compensation (except occupational health and safety). The branch cooperates with Labour Market and Adjustment Policy Branch on several standards under the Employment Standards Act; Industrial Relations Division regarding collective bargaining matters; and Pay Equity on pay equity issues.

The branch provides information services and supports analysis in policy initiatives which impact upon workplace practices or employment rights (such as employment equity and human rights in the workplace).

The branch also supports the Minister and Deputy regarding participation in Cabinet Committees.

LABOUR MARKET AND ADJUSTMENT POLICY BRANCH**LABOUR 8**

400 University Ave., 15th Flr.

Toronto M7A 1T7

416-326-2625

Fax 416-327-7383

The Labour Market and Adjustment Policy Branch leads policy development and conducts related research on labour market issues such as labour adjustment program design, statutory reform, minimum wage, fair wage and the regulation of hours of work and overtime. The branch is also involved in interministerial labour market policy development

(e.g. training policy, immigration policy) and provides analysis of policy initiatives of other ministries that have implications for the labour market.

The branch also supports the Minister and Deputy regarding participation in the Cabinet Committee on Economic and Labour Policy.

**POLICY COORDINATION AND
LIAISON SECRETARIAT**

LABOUR 9

400 University Ave., 15th Flr.

Toronto M7A 1T7

416-326-2625

Fax 416-327-7383

The Policy Coordination and Liaison Secretariat provides support to the branches within the Policy Division through liaison with other Ministry of Labour divisions in the policy development process. The office coordinates information exchanges, consultation functions, strategic planning and innovation for the division.

**ECONOMICS AND LABOUR MARKET
RESEARCH GROUP**

LABOUR 10

101 Bloor St. W., 6th Flr.

Toronto M5G 1V7

416-327-1754

Fax 416-327-1771

The Economics and Labour Market Research Group was transferred to the Ministry of Labour from the Ministry of Skills Development effective April 1, 1990 and is now a unit within the Policy Division.

The Group undertakes economic and labour market research projects in support of the Ministry's policy development program review and planning initiatives and provides labour market information services to the Ministry.

CORPORATE SERVICES DIVISION

LIBRARY AND INFORMATION SERVICES

LABOUR 11

400 University Ave., 10th Flr.

Toronto M7A 1T7

416-326-7840

Fax 416-326-7844

The **library** collection consists of 70,000 books and reports; 1,200 journal titles; 500 Statistics Canada reports; and Canadian, American and International standards, annual reports and other serials related to the Ministry's areas of responsibility. These include labour relations, women's issues, pay equity, employment, working conditions, employment for the handicapped, occupational health and safety, construction, industrial and mining safety and radiation protection. The library also holds the decisions of the Ontario Labour Relations Board and the Employment Standards Branch, and a collection of judicial decisions under the Occupational Health and Safety Act. A large collection of Microforms, four in-house automated indexes, on-line access to twelve external computerized database systems, interlibrary loan, photocopying services, and two regularly published library bulletins on Labour Relations and Employment (INFOLINK), and Occupational Health and Safety are available to library clients. Interlibrary loan provides borrowing services to non-Ministry clients. On-line computer searches, including SDI searches and in-depth research, are conducted for Ministry of Labour clients only. The library operates the Min-

istry **reading room** which provides public access to Ministry publications, statutes and some manuals and internal procedures.

**FINANCIAL AND ADMINISTRATIVE
SERVICES BRANCH**

LABOUR 12

400 University Ave., 2nd Flr.
Toronto M7A 1T7
416-326-7290
Fax 416-326-7274

The Financial and Administrative Services Branch provides Ministry programs with accounting services, such as financial reporting, accounts payable, payroll, revenue and accounts receivable; interpretation and advice on policies and procedures; as well as centralized administrative support.

The branch offers the Ministry's executive and program managers financial planning and analysis services, including coordination of the annual resource allocation and estimates process, budget preparation and control, managing-by-results reporting, and implementation of government-wide financial management improvement initiatives. The branch also provides the Ministry with central purchasing, facilities management, telecommunication services, records and forms management and office services. Liaison with other ministries and central government agencies is also provided by the branch.

**FINANCIAL AND ADMINISTRATIVE
SERVICES BRANCH
ADMINISTRATIVE OPERATIONS**

LABOUR 13

40 Dundas St. W., 4th Flr.
Toronto M5G 2C2
416-326-7079

The Administrative Operations provides the Ministry with the following services: purchasing of goods and services, supply management, printing, duplicating, mail and transportation, fleet management, records management and assets management. The branch liaises with the Ministry of Government Services to coordinate such common services as telephones, acquisition and design of office accommodation, and purchasing of commonly used supplies.

INTERNAL AUDIT

LABOUR 14

Atrium on Bay, Tower B
40 Dundas St. W., 4th Flr.
Toronto M5G 2C2
416-326-7051

Internal Audit is responsible for the Ministry's audit functions, which include the review and appraisal of management, financial and operational controls.

HUMAN RESOURCES BRANCH

LABOUR 15

400 University Ave., 2nd Flr.
Toronto M7A 1T7
416-326-7200
Fax 416-326-7241

The Human Resources Branch works mainly in an advisory capacity with line managers whose prime task is human resources matters within their units. The branch is responsible for the establishment of Ministry human resources policies and procedures, employee clas-

sification and compensation levels, staff recruitment, human resource planning, succession planning, career and benefits counselling, investigation of employee grievances, occupational health and safety and all matters affecting working conditions. Maintaining the Ministry's personnel, payroll and employee benefit records, and serving as a liaison between the Ministry, Management Board and the Ontario Public Service Employees Union (OPSEU) are branch responsibilities.

The branch also administers the Public Service Act, the Crown Employees Collective Bargaining Act and the Collective Agreement, as they relate to Ministry employees.

The Ministry's summer **youth employment** programs, including **Students Training in Industrial Relations (STIR)** and **Students in Personnel (SIP)**, are coordinated by the branch.

INFORMATION TECHNOLOGY AND SYSTEMS BRANCH

LABOUR 16

400 University Ave., 3rd Flr.
Toronto M7A 1T7
416-326-7100
Fax 416-326-7138

The branch plans, develops and maintains an information technology environment which enables the Ministry to deliver its programs effectively and efficiently.

The branch mission is fulfilled through: participation and leadership in information technology strategy and policy formulation; planning services, information resource management, application development, technical and management support services; development and participation in benefits management program which ensures the projected benefits of information technology are effectively managed by the Ministry.

FREEDOM OF INFORMATION AND PRIVACY PROTECTION OFFICE

LABOUR 17

400 University Ave., 7th Flr.
Toronto M7A 1T7
416-326-7786

The Freedom of Information and Privacy Protection Office has two main areas of responsibility. The first is coordination of responses by the Ministry to requests for information that are made under the Freedom of Information and Protection of Privacy Act. The second is ensuring that the Ministry complies with the Act's restrictions on the collection, use and disclosure of personal information.

Guidance and information is provided to the general public and to Ministry program areas through the **Freedom of Information Office**. The Directory of Records, the Act and request forms are available to the public through the Ministry's Freedom of Information Office, the **library** (400 University Ave., 10th Floor) and the regional offices' **reading rooms**, listed below.

151 Ontario Ave.
Elliott Lake P5A 2T2

1055 Princess St., Ste. 105
Kingston K7L 1H3

119 King St. W., 8th Flr.
Hamilton L8N 3Z9

824 King St. W., 4th Flr.
Kitchener N2G 1G1

808 Robertson St., 2nd Flr.
Kenora P9N 1X9

205 Oxford St. E, 2nd Flr.
London N6A 5G6

2197 Riverside Dr., Ste. 301
Ottawa K1H 7X3

435 James St. S., 3rd Flr.
Thunder Bay P7E 6E3

205 King St., 1st Flr.
St. Catharines L2R 3J5

273 Third Ave., Ste. 204
Timmins P4N 1E2

390 Bay St., 3rd Flr.
Sault Ste. Marie P6A 1X2

500 Ouellette Ave., Ste. 305
Windsor N9A 1B3

199 Larch St., 6th Flr.
Sudbury P3E 5P9

TRAINING UNIT
400 University Ave., 9th Flr.
Toronto M7A 1T7
416-326-7680

LABOUR 18

The Training Unit coordinates training of technical and professional staff; provides training in subjects common throughout the division; and produces training material and video-tapes.

OPERATIONS DIVISION

OPERATIONS DIVISION
400 University Ave.
Toronto M7A 1T7

LABOUR 19

The Ministry of Labour, effective July 1, 1991 reorganized the delivery of its Health and Safety, Employment Standards and Employment Adjustment services to enhance client access to its programs. A new Occupational Health and Safety Branch, Employment Practices Branch and Office of Labour Adjustment assumed responsibility for dealing with province-wide issues, pertaining to the Health and Safety, Employment Standards and Employment Adjustment programs of the Ministry of Labour. The Occupational and Safety Branch, Employment Practices Branch and Office of Labour Adjustment provide support to the staff delivering day-to-day operations in six autonomous area offices through the formulation and interpretation of related policies, and the development of new programs.

The Information and Administrative Services Unit (326-7744) provides centralized services, including coordination of systems development, maintenance of line branch computer systems and files, desk top publishing and printing of documents. The unit is responsible for the distribution of the Act and Regulations, as well as other printed materials related to division programs.

EMPLOYMENT PRACTICES BRANCH
CENTRE FOR DISABILITY AND WORK
400 University Ave., 10th Flr.
Toronto M7A 1T7
416-326-7810
Toll-free 1-800-465-5963
Fax 416-326-6287

LABOUR 20

The Centre provides **employment equity** consulting services to employers on initiatives to increase **employment** opportunities for workers with disabilities. Links are facilitated, at

both a community and provincial level, between employers, trade unions, health and rehabilitation professionals, persons with disabilities, special interest groups, voluntary programs, social agencies, related government programs, educators, architects and insurers. The Centre operates an information resource centre (a list of resources is available upon request); engages in public education; advises persons with disabilities seeking employment or career advancement; and advises government on policy and **legislation** affecting the employment of **disabled people**. **Publications** include "Taking Aim: Job Search Strategies for People with Disabilities", "Profile: 34 people with disabilities talk about their careers" and "What It Takes: Planning and Employment Equity Program for People with Disabilities". The first two are available in French and on audio cassette (in French and English).

**EMPLOYMENT PRACTICES BRANCH
OFFICE OF LABOUR ADJUSTMENT**

LABOUR 21

400 University Ave., 15th Flr.
Toronto M7A 1T7
416-326-7381
Fax 416-326-7383

This branch coordinates various ministries' programs to respond to particular plant closures by Ontario **industry**. The branch provides information and expertise to employers and employees and other interested parties regarding the requirements of the Employment Standards Act concerning the termination of **employment** in Ontario.

It provides an assistance program for employees who have been affected by large plant closures or layoffs. It also provides expertise on adjustment issues to governments, employers, unions, voluntary organizations, and professionals in the field who assist displaced workers.

The branch participates in the Program for Older Worker Adjustment (POWA), a joint federal/provincial program which provides financial assistance to older workers, age 55 to 64, who lose their jobs because of major permanent layoffs and have no chance of finding new employment.

The **TRANSITIONS** program assists workers over 45 years of age who are on notice of lay-off or have been laid off within the last six months. Approved applicants are credited with \$5,000 to use over a two year period for institutional or on the job training (Hotline 1-800-387-5656).

The Help Centres program provides up to \$100,000 per year to assist independent, community-based organizations in the provision of employment and/or vocational counselling and training information services for adults 25 years of age and over.

**EMPLOYMENT PRACTICES BRANCH
EMPLOYMENT STANDARDS PROGRAM**

LABOUR 22

40 Dundas ST. W., 4th Flr.
Tower B
Toronto M5G 2C2
416-326-7160
Fax 416-326-7061

The program is responsible for the administration and enforcement of the **Employment Standards Act**, **Industrial Standards Act**, **Employment Agencies Act**, and the Ontario Government Fair Wage Schedules.

The Employment Standards Act provides for minimum terms and conditions of **employment**, called employment standards. It sets out the maximum number of hours which can be worked in the day or week; creates a minimum **wage**; requires overtime **pay** of at least one and one-half times the employee's regular rate; and establishes paid public **holidays** and **vacations** with pay. The Act also requires equal pay for equal work; prohibits discrimination on the basis of sex, age or marital status in employer-provided benefit plans; institutes an entitlement to **pregnancy leave** and **parental leave**; forbids lie detector testing; obligates an employer to provide notice of termination or pay in lieu thereof; in certain cases, imposes a separate liability for severance pay; and permits retail store workers to refuse Sunday work under particular circumstances. For information on employment standards, contact the offices listed below.

Under the Industrial Standards Act, employees and employers may jointly request a schedule of **working conditions** for their particular industry. The schedule must be prepared and accepted by both groups and approved by the Ministry, in order to become the standard for that industry or trade in a designated zone. Any properly defined industry may take advantage of the legislation.

The **Fair Wage Schedule** on government contracts ensures that employees working on government projects in the construction, building cleaning and security guard industries receive fair **labour** rates. Contractors are offered a measure of protection from unfair competition based on labour costs when bidding on government contracts. Such contracts contain wage and labour conditions which are applicable to the zone where the work is being carried out, and which must be adhered to by the contractor(s).

The Employment Agencies Act provides for the licencing and regulation of employment agencies in Ontario, with respect to dealings with **job** applicants who use their services to obtain employment. All agencies engaged in "permanent" placement must apply and qualify for a **licence** before undertaking any recruitment activity. For information on any of the above three programs, call 326-7009 or dial toll-free 1-800-387-2965.

Ontario Government Building
119 King St. W., 8th Flr.
Hamilton L8N 3Z9
416-521-7736
Fax 416-521-7264
If long distance dial
1-800-263-6906

808 Robertson St.
P. O. Box 231
Kenora P9N 3X3
807-468-2712
Fax 705-673-2019 (Sudbury)
If long distance dial
1-800-465-1104

The Gore Bldg., 3rd Flr.
115 Clarence St.
Kingston K7L 5N6
613-545-0989
Fax 613-545-9831
If long distance dial
1-800-267-0915

824 King St. W.
Kitchener N2G 1G1
519-744-8106
Fax 519-570-5694
If long distance dial
1-800-265-2469

205 Oxford St. E.
London N6A 5G6
519-439-3231
Fax 519-672-0268
If long distance in
area code 519 dial
1-800-265-4707

2197 Riverside Dr., Ste. 301
Ottawa K1H 7X3
 613-523-7530
 Fax 613-731-4300
 If long distance in
 area code 613 dial
 1-800-267-1916

390 Bay St.
Sault Ste. Marie P6A 1X2
 705-949-3331
 Fax 705-949-9796
 If long distance dial
 1-800-461-7268

205 King St.
St. Catharines L2R 3J5
 416-682-7261
 Fax 416-685-1172
 If long distance dial
 1-800-263-7260

199 Larch St.
Sudbury P3E 5P9
 705-675-4455
 Fax 705-673-2019
 If long distance dial
 1-800-461-4000

435 James St. S.
Thunder Bay P7E 6E3
 807-475-1691
 Fax 807-475-1646
 If long distance dial
 1-800-465-5016

273 Third Ave., Ste. 204
Timmins P4N 1E2
 705-267-6231
 Fax 705-264-9196
 If long distance dial
 1-800-461-9847

40 Dundas St. W., 4th Flr.
 Tower B
Toronto M5G 2C2
 416-326-7160
 416-326-7210 (French)
 Fax 416-326-7061
 If long distance dial
 1-800-387-2965
 1-800-668-8515 (French)

500 Ouellette Ave.
Windsor N9A 1B3
 519-256-8277
 Fax 519-258-1321
 If long distance dial
 1-800-265-5140

OCCUPATIONAL HEALTH AND SAFETY BRANCH CONSTRUCTION HEALTH AND SAFETY PROGRAM

LABOUR 23

400 University Ave., 8th Flr.
 Toronto M7A 1T7
 416-326-7770
 Toll-free 1-800-268-8013
 Fax 416-326-7761

The mandate of the Construction Health and Safety Program is to administer and enforce the provisions of the **Occupational Health and Safety Act**, Revised Statutes of Ontario, 1980 Chapter 321; Ontario Regulation 213/91 (Construction Projects); the Regulation Respecting Asbestos on Construction Projects and in Building and Repair Operations; the Regulation Respecting Diving Operations, Ontario Regulation 634/86; and the Regulation for Window Cleaning 527/88. The provisions of the Act encompass **health** and **safety** issues affecting on-site **employees** and **employers** in the **construction** industry, performing work underground, using compressed air, on **buildings**, streets, sewers, watermains, involving diving, window cleaning and ship building and repair operations. Program operations include periodic inspection of related work sites, investigation of complaints; refusals to perform unsafe work, allegations of reprisals, **accidents** and fatalities. Strategies for obtaining compliance with the provisions of the Act and Regulations include: consultation

and advice concerning the appropriate remedial measures, contraventions of the legislation that could result in critical or fatal injuries to a worker, prosecution initiation or recommendation.

Professional engineering staff provide technical expertise to field inspectors, labour-management groups, manufacturers of equipment used in the construction industry and professionals such as architects, engineers and diving specialists.

Each of the six area offices will offer a complete coordinated range of health, safety and employment standards services and serve as key centres of operation for six geographic areas of the province. The following is a list of district offices.

NORTHERN AREA

Sudbury Area Office
199 Larch St., 6th Flr.

Sudbury P3E 5P9

705-675-4455

If long distance
in area code 705 dial
1-800-461-4000

District Offices

435 James St. S.
Thunder Bay P7E 6E3
807-475-1691

If long distance
in area code 807 dial
1-800-465-5016/17

390 Bay St., 3rd Flr.
Sault Ste. Marie P6A 1X2
705-949-3331
If long distance
in area code 705 dial
1-800-461-7268

273 Third Ave., Ste. 204
Timmins P4N 1E2
705-267-6231
If long distance
in area code 705 dial
1-800-461-9847

Satellite Offices

808 Robertson St., 2nd Flr.
Kenora P9N 3X3
807-468-2712
If long distance
in area code 807 dial
1-800-465-1104

479 Government Rd.

Dryden P8N 3B3

807-223-4898

151 Ontario Ave.
Elliot Lake P5A 2T2
705-848-2885

Kapuskasing Inn, Rm. 24
80 Riverside Dr.
Kapuskasing P5N 1B2
If long distance
in area code 705 dial
1-800-461-9847

6 Tweedsmuir Ave., Unit 303
Kirkland Lake P2N 1H9
705-567-5292

1500 Fisher St.
North Bay P1B 2H3
705-476-2711
If long distance
in area code 705 dial
1-800-461-1654

EASTERN AREA

Ottawa Area Office
2197 Riverside Dr., Ste. 301
Ottawa K1H 7X3
613-738-2809
If long distance
in area code 613 dial
1-800-267-1916

District Offices

115 Clarence St., 3rd Flr.
Kingston K7L 5N6
613-545-0989
If long distance
in area code 613 dial
1-800-267-0915

Parklane Plaza
815 High St.
Peterborough K9J 8J9
705-876-1800
If long distance dial
1-800-461-1425

TORONTO AREA

Scarborough Area Office
10 Milner Business Court, Ste. 404
Scarborough M1B 3C6
416-609-9467

CENTRAL AREA

Mississauga Area Office
1290 Central Parkway W., Ste. 304
Mississauga L5C 4R3
416-279-2049
If long distance dial
1-800-668-2966

District Offices

114 Worsley St., 2nd Flr.
Barrie L4M 1M1
705-722-6642

HAMILTON/NIAGARA AREA

Hamilton Area Office
105 Main St. E.
Hamilton L8N 1G6
416-521-7879
If long distance dial
1-800-263-9296
in area code 416 dial
1-800-263-6906

District Offices

205 King St., 1st Flr.
St. Catharines L2R 3J5
416-682-7261
If long distance dial
1-800-263-7260

WESTERN AREA

London Area Office
1020 Hargrieve Rd.
London N6E 1P7
519-681-1784
If long distance dial
1-800-265-7685

District Offices

500 Ouellette St.
Windsor N9A 1B3
519-256-8277
If long distance dial
1-800-265-5140

824 King St. W., 4th Flr.
Kitchener N2G 1G1
519-744-8101
If long distance dial
1-800-265-2468

Satellite Offices

700 Christina St. N.
Sarnia N7V 3C2
519-336-1200
If long distance dial
1-800-265-1416

**OCCUPATIONAL HEALTH AND SAFETY BRANCH
INDUSTRIAL HEALTH AND SAFETY PROGRAM**

LABOUR 24

400 University Ave., 9th Flr.
Toronto M7A 1T7
416-326-7900
Fax 416-326-7745

Established under the **Occupational Health and Safety Act**, the office administers programs designed to reduce the incidence of illness and injury among workers in **industry** and institutions including hospitals and schools. (For the construction and mining industries, see the Construction Health and Safety Program, and the Mining Health and Safety Program).

The office encourages employers and employees to assume primary responsibility for occupational **health** and **safety** programs. Consultation and assistance are provided to recognize, evaluate and control potential problems, and establish ongoing safety programs and internal responsibility systems. Industrial Health and Safety Officers, operating out of 17 area and district offices throughout the province, periodically inspect industrial establishments and logging sites, and investigate refusals to work under unsafe conditions, **deaths** and serious **accidents**. Regional engineers in the district offices review plans for new **buildings** and alterations to existing ones in order to check for occupational health and safety hazards prior to construction. The head office is responsible for overall program implementation. Industrial Health and Safety Officers and Engineers operate out of the following district offices:

114 Worsley St., 5th Flr.
Barrie L4M 1M1
705-722-6642
Fax 705-726-3101
If long distance dial
1-800-461-4383

Ontario Government Bldg.
119 King St. W., 8th Flr.
Hamilton L8N 3Z9
416-521-7736
Fax 416-521-7264
If long distance dial
1-800-263-6906

115 Clarence St.
Kingston K7L 5N6
613-545-0989
Fax 613-545-9831
If long distance dial
1-800-267-0915

824 King St. W.
Kitchener N2G 1G1
519-744-8101
Fax 519-576-0859
If long distance
in area code 416 dial
1-800-265-2373
in area code 519 dial
1-800-265-2468/9

205 Oxford St. E., 2nd Flr.
London N6A 5G6
519-439-3231
Fax 519-672-0268
If long distance dial
1-800-265-4707

2 Robert Speck Pkwy., 3rd Flr.
Mississauga L4Z 1H8
416-273-7800
Fax 416-279-4548
If long distance dial
1-800-268-2966/7

33 City Centre Dr., Ste. 121
Mississauga L4Z 1H8
416-273-7800 (Engineers)
Fax 416-896-1277
If long distance dial
1-800-268-2966/7

1500 Fisher St., 2nd Flr.
North Bay P1B 2H3
705-476-2711
Fax 705-476-8301
If long distance dial
1-800-461-1654

2197 Riverside Dr.
Ottawa K1H 7X3
613-523-7530
Fax 613-731-4300
If long distance dial
1-800-267-1916

Parklane Plaza
815 High St., Unit 7
Peterborough K9J 8J9
705-876-1800
Fax 705-742-8364
If long distance dial
1-800-461-1425

205 King St. W., 1st Flr.
St. Catharines L2R 3J5
416-682-7261
Fax 416-685-1172
If long distance dial
1-800-263-7260

700 Christina St. N.
Sarnia N7V 3C2
519-336-1200
Fax 519-336-8477
If long distance dial
1-800-265-1416

390 Bay St., 3rd Flr.
Sault Ste. Marie P6A 1X2
705-949-3331
Fax 705-949-9796
If long distance dial
1-800-461-7268

2500 Lawrence Ave. E., 2nd Flr.
Scarborough M1P 2R7
416-750-3557
Fax 416-751-4676
If long distance dial
1-800-268-6541

100 Ellesmere Rd., Ste. 211
Scarborough M1H 3B7
416-439-6032
Fax 416-439-6217

199 Larch St., 6th Flr.
Sudbury P3E 5P9
705-675-4455
Fax 705-673-2019
If long distance dial
1-800-461-4000

435 James St. S., 3rd Flr.
Postal Station "F"
Thunder Bay P7E 6E3
807-475-1691
Fax 807-475-7621
If long distance dial
1-800-465-5016/17

Timcor Bldg., Ste. 204
273 Third Ave.
Timmins P4N 1E2
705-267-6231
Fax 705-264-9196
If long distance dial
1-800-461-9847

500 Ouellette Ave., Rm. 305
Windsor N9A 1B3
519-256-8277
Fax 519-258-1321
If long distance dial
1-800-265-5140

OCCUPATIONAL HEALTH AND SAFETY BRANCH
PROFESSIONAL AND SPECIALIZED
SERVICES PROGRAM

LABOUR 25

400 University Ave., 7th Flr.
Toronto M7A 1T7
416-326-1400

The program has a multidisciplinary team of occupational health professionals providing consultation and guidance to field personnel; toxicological assessment of chemicals; notifiability of new chemical and biological agents; statistical analyses of occupational health data; coordination of training programs; and direction of field research in occupational health.

OCCUPATIONAL HEALTH AND SAFETY BRANCH
CHEST CLINIC

LABOUR 26

880 Bay St., 2nd Flr.
Toronto M7A 2C7
416-326-6340

The Chest Clinic deals with identification and prevention of respiratory **diseases** from occupational exposure to hazardous industrial dusts. Regular surveillance of workers is handled through four chest clinics throughout the province.

Elliot Lake Chest Clinic
50 Hillside Dr. N.
P. O. Box 68
Elliot Lake P5A 1X4
705-848-2239

Timmins Chest Clinic
54 Wilson Ave.
Timmins P4N 2S6
705-264-8571

Sudbury Chest Clinic
754 Falconbridge Rd.
Sudbury P3A 4S4
705-560-9984

Toronto Chest Clinic
880 Bay St., 2nd Flr.
Toronto M7A 2C7
416-326-6340

OCCUPATIONAL HEALTH AND SAFETY BRANCH
OCCUPATIONAL HEALTH LABORATORY

LABOUR 27

101 Resources Rd.
Weston M9P 3T1
416-235-5962
Fax 416-235-6024

The Occupational Health Laboratory performs **chemical** analyses of biological specimens, **air** samples and industrial materials, and assesses the exposure of workers to hazardous substances.

OCCUPATIONAL HEALTH AND SAFETY BRANCH
RADIATION PROTECTION SERVICE

LABOUR 28

81 Resources Rd.
Weston M9P 3T1
416-235-5922

The Radiation Protection Service conducts tests and provides advice to protect workers and the general public from the harmful effects of **radiation**. This office administers the **X-ray** Safety Regulation 632/86 under the Occupational Health and Safety Act. The

laboratory within the service analyzes the radioactivity of materials from mining operations, **nuclear** reactors and users of isotopes.

**OCCUPATIONAL HEALTH AND SAFETY BRANCH
WIRE ROPE TESTING LABORATORY**

LABOUR 29

Whitney Block, Rm. B441, Basement
Queen's Park, Toronto M7A 1W3
416-326-6360

By statute, all wire ropes used in mine **hoisting** installations must be tested by the Wire Rope Testing Laboratory before use and at intervals during service.

**OCCUPATIONAL HEALTH AND SAFETY BRANCH
MINING HEALTH AND SAFETY PROGRAM**

LABOUR 30

The Claridge Centre
144 Pine St., 3rd Flr.
Sudbury P3C 1X3
705-675-4118
Toll-free 1-800-461-6325
Fax 705-675-4125

This program administers the **Occupational Health and Safety Act and Regulations for Mines and Mining Plants**. Open **pits**, **quarries**, **metallurgical** operations, sand, clay, shale and gravel pits, aggregate plants, peat workings and diamond drilling operations are periodically inspected to control occupational **health** and **safety** hazards in the workplace. The branch also carries out **air** sample testing to ensure a safe working environment; investigates **deaths**, serious **accidents** and refusals to perform unsafe work; and consults with labour and management to increase their involvement in identifying and eliminating occupational health and safety hazards. Pre-development plans of new and changing operations are reviewed to check for occupational health and safety hazards before construction.

The Mining Health and Safety Branch delivers programs through seven field offices, listed below.

FIELD OFFICES

Algo Centre
151 Ontario Ave.
Elliot Lake P5A 2T2
705-848-2885
Fax 705-848-8055

1055 Princess St., Ste. 301
Kingston K7L 1H3
613-545-4335
Fax 613-545-4312

6 Tweedsmuir Ave., Ste. 303
Kirkland Lake P2N 1H9
705-567-5292
Fax 705-567-5737

1020 Hargrieve Rd.
London N6E 1P6
519-681-1784
Fax 519-681-2677
If long distance dial
1-800-265-7685

Provincial Bldg.
199 Larch St., 6th Flr.
Sudbury P3E 5P9
705-675-4464
Fax 705-673-2019
If long distance dial
1-800-461-4000

435 James St. S., Box 5000
Thunder Bay P7C 5G6
 807-475-1675/6/7
 Fax 807-475-0938
 If long distance dial
 1-800-465-6937

273 Third Ave., Ste. 204
Timmins P4N 1E2
 705-267-6231
 Fax 705-264-9196
 If long distance dial
 1-800-461-9847

The Mine Rescue Program trains specialists at each underground mine in mine rescue procedures, in the event of a mine fire or disaster. The Mine Rescue training officers maintain a number of stations (listed below), as well as non-staffed substations equipped with breathing apparatus, fire fighting equipment, and other emergency equipment and supplies to facilitate an immediate response to any mine emergency.

MINE RESCUE STATIONS

431 Dickenson Rd.
 P. O. Box 368
Balmertown P0V 1C0
 807-735-2331
 Fax 705-735-2860

28 Victoria St.
Delaware N0L 1E0
 519-652-9809
 Fax 519-652-9824
 If long distance dial
 1-800-265-4707

50 Hillside Dr. N.
Elliot Lake P5A 1X4
 705-848-3022
 Fax 705-848-6226

107 Government Rd. W.
Kirkland Lake P2N 2E8
 705-567-4606
 Fax 705-567-3649

2 Partridge St.
 P. O. Box 7
Manitouwadge P0T 2C0
 807-826-4490
 Fax 807-826-3016

P. O. Box 338
Onaping P0M 2R0
 705-966-3844
 Fax 705-966-2501

Notre Dame Square
 764 Notre Dame Ave., Unit 3
Sudbury P3A 2T3
 705-566-4344
 Fax 705-675-4116

P. O. Box 1096
Timmins P4N 7J3
 705-264-7511
 Fax 705-264-5772

INDUSTRIAL RELATIONS DIVISION

OFFICE OF MEDIATION
 400 University Ave., 5th Flr.
 Toronto M7A 1T7
 416-326-7358
 Fax 416-326-7367

LABOUR 31

The Office of Mediation's goals are to foster harmonious **labour relations** and to minimize disruption in the economy arising from **strikes** and **lockouts**. The office provides conciliation and mediation services in order to assist the parties in effecting collective agreements. Preventive mediation services are also undertaken during the term of agreement. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

OFFICE OF ARBITRATION

LABOUR 32

400 University Ave., 16th Flr.
Toronto M7A 1T7
416-326-1300
Fax 416-326-1329

The Office of Arbitration assists the Minister in carrying out statutory responsibilities for constituting boards of **arbitration** and appointing single arbitrators under the **Labour Relations Act** and the **Hospital Labour Disputes Arbitration Act**. The office is responsible for the receipt and processing of requests from **employers** and trade **unions** for the appointment of arbitrators and nominees to boards of arbitration. Activities include identifying individuals qualified to act under ministerial appointment; providing administrative services to arbitrators; monitoring the progress of arbitration proceedings; and cataloguing arbitration awards for public availability. In association with the Labour-Management Advisory Committee, which advises the Minister on matters pertaining to arbitration, the office maintains a roster of qualified arbitrators. The office also provides **labour** and management with dispute resolution assistance through **grievance** mediation officers.

The Office of Arbitration has responsibility for coordinating appeals under the **Employment Standards Act**.

OFFICE OF COLLECTIVE BARGAINING
INFORMATION

LABOUR 33

400 University Ave., 11th Flr.
Toronto M7A 1T7
416-326-1260

The Office of Collective Bargaining Information provides research and analytical support to the government, labour and management. The office compiles and analyses labour relations information, and prepares regular reports on such matters as collective bargaining trends, wages and benefits. In addition, an extensive and up-to-date collective agreement library is maintained.

OFFICE OF THE EMPLOYER ADVISER

LABOUR 34

101 Bloor St. W., Ste. 501
Toronto M5S 1P7
416-327-0020
Toll-free 1-800-387-0774
Fax 416-327-0726

The Office of the Employer Adviser (OEA) provides advisory services to **employers** registered with the Ontario Workers' Compensation Board by responding to telephone inquiries, assisting in appeal initiation and representing clients at the **Workers' Compensation Board** and Workers' Compensation Appeals Tribunal. Through training and education programs and a regular publication series, the OEA enables employers to become more self-reliant in the management of WCB claims. In addition, the OEA advocates on policy matters within government on behalf of employers by communicating their concerns and recommendations to the proper administrative authorities.

The OEA is a branch of the Ministry of Labour and a free service to employers. The OEA budget is fully charged back to the WCB.

The office delivers programs through five field offices, listed below.

25 Main St. W., Ste. 1600
Hamilton L8P 1H1
 416-521-7850
 Fax 416-521-7885
 If long distance dial
 1-800-263-8564

128 Larch St., Ste. 500
Sudbury P3E 5J8
 705-673-7214
 Fax 705-673-5212
 If long distance dial
 1-800-461-4734

30 Duke St. W., Ste. 1005
Kitchener N2H 3W5
 519-576-0050
 Fax 519-576-4292
 If long distance dial
 1-800-265-8949

500 Ouellette Ave., Ste. 600
Windsor N9A 1B3
 519-256-1894
 Fax 519-256-9762
 If long distance dial
 1-800-265-0826

2197 Riverside Dr., Ste. 302
Ottawa K1H 7X3
 613-738-2830
 Fax 613-738-2832
 If long distance dial
 1-800-267-9800

OFFICE OF THE WORKER ADVISER
 123 Edward St., 13th Flr.
 Toronto M5G 1E2
 416-965-8570

LABOUR 35

The Office of the Worker Adviser (OWA) assists and represents injured **workers** with WCB claims through all stages of the claims process, including appeals before the **Workers' Compensation Board** and Workers' Compensation Appeals Tribunal. A resource and **information service** focusing on Workers' Compensation issues is also available to the public.

Worker Adviser service is provided outside Toronto through Regional Offices. To determine which Regional Office services a particular community, please contact the nearest office of the Ministry of Labour.

AGENCIES

For background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some agencies of the Ministry of Labour are listed below. Contact the Communications Branch for unlisted agencies.

ONTARIO LABOUR RELATIONS BOARD
 400 University Ave., 4th Flr.
 Toronto M7A 1V4
 416-326-7500
 Fax 416-326-7531

LABOUR 36

The Ontario Labour Relations Board is a neutral, quasi-judicial tribunal which administers the **Ontario Labour Relations Act**. The Act gives the Board power to deal with specific labour relations matters, including: **certification** of a trade **union**, termination of a trade union's bargaining rights, complaints of unfair **labour** practices, first contract arbitration, declarations of successorship of employers or trade unions, cease and desist orders and

declarations of illegal strikes and lockouts, trusteeship of locals of trade unions, consent to prosecute, **arbitration** of grievances in the **construction** industry, and trade union jurisdictional disputes.

The Board also deals with declarations of illegal **strikes** and **lockouts**, cease and desist orders and consents to prosecute under the **School Boards and Teachers' Collective Negotiations Act**; **employee** complaints of being disciplined, penalized or coerced for acting in compliance with the **Occupational Health and Safety Act**, **Smoking in the Workplace Act**, and the **Environmental Protection Act**; and declarations of successorship under the **Successor Rights (Crown Transfers) Act**. Certain provisions of the **Hospital Labour Disputes Arbitration Act** and the **Colleges Collective Bargaining Act** are administered by the Board.

For the general public, the Board **publishes** an Annual Report, a booklet entitled "Guide to the Labour Relations Act", a monthly report of decisions entitled "Ontario Labour Relations Board Reports", and three pamphlets: "Rights of Employees, Employers and Trade Unions", "Certification by the Ontario Labour Relations Board", and "Unfair Labour Practice Proceedings Before the Ontario Labour Relations Board". The Board's **library** is also open to the public (326-7469).

PUBLIC SERVICE APPEAL BOARDS

LABOUR 37

180 Dundas St. W., Ste. 2100
Toronto M5G 1Z8
416-326-1388

The **Public Service Grievance Board** and **Public Service Classification Rating Committees** (326-1388) are tribunals which hear **appeals** about non-bargaining **Ontario Public Service employees'** grievances regarding discipline, dismissal, working conditions and job classification. The **Crown Employees Grievance Settlement Board** (326-1388) hears grievances arising in bargaining units represented by the **Ontario Public Service Employees Union (OPSEU)**; **Ontario Liquor Boards Employees Union (OLBEU)**; **Canadian Union of Public Employees (CUPE 1750)**; **Workers' Compensation Board (CUPE 767)**; **Ontario Housing Corporation (Metropolitan Toronto)**, (CUPE 3096); **Ontario Housing Corporation (Provincial Division)**; **Amalgamated Transit Union, Local 1587 (ATU)**; and **GO Transit**. The **Ontario Public Service Labour Relations Tribunal** (326-1388) hears appeals regarding union representation, unfair labour practices, bad faith bargaining, union dues, inclusions and exclusions of employees in bargaining units, and administers the **Crown Employees Collective Bargaining Act**. Ad hoc arbitration boards hear and adjudicate disputes between employers and **unions**.

INDUSTRIAL DISEASE STANDARDS PANEL

LABOUR 38

69 Yonge St., Ste. 1004
Toronto M5E 1K3
416-327-4156
Fax 416-327-4166

The Industrial Disease Standards Panel is mandated to: investigate possible industrial disease in the province; make findings on probable connections between disease and the workplace; develop criteria and eligibility rules for evaluating compensation claims; report its findings to the **Workers' Compensation Board**.

WORKERS' COMPENSATION BOARD

LABOUR 39

2 Bloor St. E.

Toronto M4W 3C3

The Workers' Compensation Board (WCB) administers the **Workers' Compensation Act** and provides the following to workers who sustain work-related **injuries** or suffer from industrial **diseases**: **compensation** payments or awards; survivors' benefits; **medical** rehabilitation services; and vocational rehabilitation services (functional abilities evaluations, **vocational counselling** and **job** training).

The Workplace Health and Safety Agency (WHSA), established under Bill 208, assumes the responsibilities of the Occupational Health and Safety Education Authority (OHSEA). The WHSA is responsible for developing and delivering educational and training programs, promoting public awareness of occupational health and safety, funding research, certification of health and safety representatives on joint health and safety committees, and the accreditation of employers. The WHSA is funded by the WCB and operates independently of it under a joint labour/management board of directors.

The Chairman and board of directors report to the Lieutenant Governor in Council through the Minister of Labour, who answers for the Board in the Legislature. The Board maintains a library of research and reference materials (927-4972), as well as videotapes and publications (927-3500) at its head office in Toronto.

Objections to decisions are reviewed within the operating area in which the decision was made. If the Decision Review Specialist in the operating area cannot grant the objection, a hearing may be requested from the Hearings Branch, Review Services. The Board may reconsider any Hearings Branch decision in cases where a hearing has been improperly conducted, an obvious error has occurred, or new evidence is introduced. Clients may appeal the Hearings Branch's decision to the independent Workers' Compensation Appeals Tribunal.

The Board is organized into six divisions: Client Services; Finance and Administration; Professional Services; Strategic Policy and Analysis; Information Services; and Investments.

Client Services consists of:

Eight Integrated Service Units (ISUs) that provide integrated adjudication, vocational rehabilitation and medical services in the Toronto and Central Ontario Region. The only industry-based ISU is Central Ontario Construction which serves the construction industry in the Central Ontario Region from its Toronto office.

Two Complex Case Units (CCUs) that provide specialized services province-wide. The CCU (Diseases) handles all disease claims and fatalities; the CCU (Injuries) handles serious injuries and claims of long-duration. CCU (Injuries) also handles Non-Economic Loss (NEL) and Future Economic Loss (FEL) benefits, and implements Workers' Compensation Board Appeals Tribunal decisions.

Six Regional Offices, organized after the Integrated Service Unit model, that are located in Hamilton (North and South), Ottawa (East and West) Thunder Bay, Sudbury, Windsor and London.

Toronto Claims Information Centre and six Area Offices that are located in Kingston, North Bay, St. Catharines, Kitchener/Waterloo, Sault Ste. Marie, and Timmins.

Finance and Administration comprises: Corporate Budget Analysis (927-6966), Accounting (927-3751), Treasury (927-3957), Pensions Administration (927-4321), Internal Audit

(927-4804), Administrative Services (927-4493), Auxiliary Services (927-4661), Records Management (927-2458), Revenue—Collections and Audit (927-3850), Revenue—Employer Services (927-3925) and Revenue—Classifications (927-4169).

Professional Services comprises: Actuarial Services (927-4097), Hearings (927-4150), Human Resources (927-3803), Training and Development (927-3489), Employment Equity (927-3747), French Language Services (927-5023), Re-employment (926-8494), Re-employment Hearings (927-5096), Legal (927-4356/4443), Clinical and Rehabilitation Services (927-4371), **Downsview Rehabilitation Centre** (244-1761), and the Farm Safety Association (519-823-5600).

Strategic Policy and Analysis comprises: Strategic Policy (927-2457), Operational Policy (927-3424), Medical and Occupational Disease Policy (927-3415), Communications (927-3500), Research and Evaluation (927-3647), Planning and Analysis (927-3473), Corporate Data (927-3467), Consultation (926-8689).

Information Services comprises: End User Computing (927-6869), Technology Services (927-5000), Applications—Benefits and Health Care (927-3447) and Applications—Revenue and Administration (927-4171).

Investments comprises: Real Estate (927-3517), Bonds and Money Market (927-3515), Equities (927-5161).

Programs are delivered through the offices listed below.

REGIONAL OFFICES

Hamilton Regional Offices (N. & S.)
120 King St. W.
Hamilton L8P 4V2
416-523-1800
If long distance dial
1-800-263-8488

London Regional Office
148 Fullarton St.
London N6A 5P3
519-663-2331
If long distance dial
1-800-265-4752

Ottawa Regional Offices (E. & W.)
360 Albert St., Ste. 200
Ottawa K1R 7X7
613-238-7851
If long distance dial
1-800-267-9601

Sudbury Regional Office
30 Cedar St.
Sudbury P3E 1A4
705-675-9301
If long distance dial
1-800-461-3350

Thunder Bay Regional Office
410 Memorial Ave.
P. O. Box 7000
Thunder Bay P7C 5S2
807-343-1710
If long distance dial
1-800-465-3934

Windsor Regional Office
235 Eugenie St. W.
Windsor N8X 2X7
519-966-0660
If long distance dial
1-800-265-7380

AREA OFFICES

Kingston Area Office
234 Concession St., Ste. 304
Kingston K7K 6W6
613-544-9682
If long distance dial
1-800-267-9461

Kitchener/Waterloo Area Office

151 Frederick St.
Kitchener N2H 2M2
 519-576-4130
 If long distance dial
 1-800-265-2570

North Bay Area Office

128 McIntyre St. W.
North Bay P1B 2Y6
 705-472-5200
 If long distance dial
 1-800-461-9521

St. Catharines Area Office

161 Carlton St., Ste. 201
St. Catharines L2R 1R5
 416-687-8622
 If long distance dial
 1-800-263-2484

Sault Ste. Marie Area Office

369 Queen St. E., Ste. 101
Sault Ste. Marie P6A 1Z4
 705-942-3002
 If long distance dial
 1-800-461-6005

Timmins Area Office

Hollinger Court
 100 Waterloo Rd.
Timmins P4N 4X5
 705-267-6427
 If long distance dial
 1-800-461-9856

INTEGRATED SERVICE UNITS*Central Ontario East*

2 Bloor St. E., 11th Flr.
Toronto M4W 3C3
 416-927-9227
 If long distance dial
 1-800-263-8877

Toronto East

2 Bloor St. E., 8th Flr.
Toronto M4W 3C3
 416-927-8533
 If long distance dial
 1-800-387-0066

Toronto North

2 Bloor St. E., 10th Flr.
Toronto M4W 3C3
 416-927-9270
 If long distance dial
 1-800-387-8607

Central Ontario Construction

2 Bloor St. E., 18th Flr.
Toronto M4W 3C3
 416-927-9538
 If long distance dial
 1-800-387-0080

Central Ontario West

2 Bloor St. E., 6th Flr.
Toronto M4W 3C3
 416-927-1840
 If long distance dial
 1-800-387-0025

Toronto West

2 Bloor St. E., 17th Flr.
Toronto M4W 3C3
 416-927-1090
 If long distance dial
 1-800-387-0062

Central Ontario South

2 Bloor St. E., 12th Flr.
Toronto M4W 3C3
 416-927-9537
 If long distance dial
 1-800-387-0068

Toronto South

2 Bloor St. E., 16th Flr.
Toronto M4W 3C3
 416-927-9539
 If long distance dial
 1-800-387-0064

Complex Case Unit (Injuries)

2 Bloor St. E., 14th Flr.
Toronto M4W 3C3
 416-927-8399
 If long distance dial
 1-800-465-5538

Complex Case Unit (Diseases)

2 Bloor St. E., 14th Flr.

Toronto M4W 3C3

416-927-3774

If long distance dial

1-800-465-9646

General Enquiry

2 Bloor St. E., 8th Flr.

Toronto M4W 3C3

416-927-9555

If Long distance dial

1-800-387-0750/5595/5540

1-800-387-0050 TDD

Claims Information Centre

1382 St. Clair Ave. W.

Toronto M6E 1C6

416-965-8864

WORKERS' COMPENSATION APPEALS TRIBUNAL

LABOUR 40

505 University Ave., 7th Flr.

Toronto M5G 1X4

416-598-4638

Fax 416-965-5134

The Workers' Compensation Appeals Tribunal (WCAT) is the final level of **appeal** to which workers and employers may bring **Workers' Compensation Board (WCB)** matters regarding entitlement to benefits, health care and vocational rehabilitation. It also decides appeals from WCB decisions on assessments, penalties and transfers of costs, as well as, disputes over employer access to **workers'** files and workers' objections to undergoing medical examinations requested by employers. In addition, the tribunal decides if a person has the right to sue in court instead of making a **compensation** claim. WCAT is an independent tribunal, separate and apart from WCB.

ACTS

ACTS

LABOUR 41

The Ministry of Labour is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's legal services or information/communications branch.

Blind Workmen's Compensation Act

Crown Employees Collective Bargaining Act

Employment Agencies Act

Employment Standards Act

Government Contracts Hours and Wages Act

Hospital Labour Disputes Arbitration Act

Industrial Standards Act

Labour Relations Act

Ministry of Labour Act

Occupational Health and Safety Act

One Day's Rest in Seven Act

Pay Equity Act, 1987

Rights of Labour Act

Smoking in the Workplace Act, 1989

Toronto Transit Commission Labour Disputes Settlement Act, 1989

Workers' Compensation Act

Workmen's Compensation Insurance Act

MINISTRY OF MUNICIPAL AFFAIRS

777 Bay St., 17th Flr.
Toronto M5G 2E5

The Ministry of Municipal Affairs is responsible for local government and community planning in Ontario. Through operational and technical assistance, the Ministry encourages renewal activity in municipalities, and sound planning at the community level. Appropriate legislative, institutional, organizational, financial and management policies for municipal governments are also determined by the Ministry.

DEPUTY MINISTER'S OFFICE

ONTARIO MUNICIPAL AUDIT BUREAU

MUN AFF 1

5400 Yonge St., Ste. 200
Willowdale M2N 5R5
416-223-4222
Fax 416-233-4142

The Ontario Municipal Audit Bureau **audits provincial-municipal** transfer payment programs for the ministries of Agriculture and Food, Citizenship, Culture and Communications, Community and Social Services, Environment, Health, Housing, Municipal Affairs, Northern Development and Mines, Tourism and Recreation, Transportation, and Treasury and Economics.

The Bureau ensures that transfer payment recipients comply with relevant agreements and legislation, and works closely with the ministries and municipalities to promote accountability and sound financial management practices.

STRATEGIC PLANNING AND INTERGOVERNMENTAL RELATIONS BRANCH

MUN AFF 2

777 Bay St., 13th Flr.
Toronto M5G 2E5
416-585-6236

The branch supports the Ministry in the planning, management and coordination of its business. This support includes the management of the Ministry's strategic planning process, coordination of the policy and legislative agenda, and the development of issue management and consultation strategies for relationships with municipalities, municipal organizations, professional groups and other clients on critical municipal government issues.

CORPORATE RESOURCES MANAGEMENT

MUN AFF 3

777 Bay St., 10th Flr.
Toronto M5G 2E5
416-585-6670

Corporate Resources Management supports and advises the Ministries of Housing and Municipal Affairs in achieving program objectives. This office develops management policies and processes; sets administrative standards; delivers essential resources and support services; and provides ongoing advice on a range of management activities and issues.

HUMAN RESOURCES BRANCH

MUN AFF 4

777 Bay St., 3rd Flr.
Toronto M5G 2E5
416-585-6003

The Human Resources Branch provides a range of human resources services to the Ministry of Housing, the Ministry of Municipal Affairs, and the local housing authorities, with the exception of the Metro Toronto Housing Authority (969-6330) which handles its own human resources functions.

Employment Equity Services to staff are provided by the employee advisory and advocacy services within the branch's Employee Services section, as well as through outreach recruitment in Human Resources Services, and in the planning, targeting and monitoring activities of the Workforce Policy and Planning area. This provides an integrated approach to planning and achieving employment equity goals and timetables.

Employee Services provides a range of employee-related services, including training and advisory services, information systems support, and pay and benefits services. Human Resources Services provides outreach, recruitment, human resources skills training, organizational development and design, grievance administration, and health and safety advisory services.

The branch continues to serve as the Ministry liaison with the Civil Service Commission, Management Board Secretariat, Management Board of Cabinet, Ontario Public Service Employees Union (OPSEU) and Canadian Union of Public Employees (CUPE).

FINANCIAL SERVICES BRANCH

MUN AFF 5

777 Bay St., 3rd Flr.
Toronto M5G 2E5
416-585-6577

The Financial Services Branch provides financial management and accounting services related to all Ministry of Housing and Ministry of Municipal Affairs programs. These services include accounts payable, receipt of revenue, formulation of policies and procedures relating to financial control, and preparation of annual estimates and public accounts.

Financial liaison with the Provincial Auditor and the Ministry of Treasury and Economics is also provided by the branch.

FACILITIES AND SERVICES

MUN AFF 6

777 Bay St., 3rd Flr.
Toronto M5G 2E5
416-585-7232

The branch supplies the Ministry of Housing, the Ministry of Municipal Affairs and their agencies with **administrative services**, including supply management, **records**, forms and manuals management, printing, duplicating, office accommodation, design and telephone services, mail services, as well as assets and fleet management. Liaison is provided with the Ministry of Government Services to coordinate common services.

The branch is also responsible for the **library** located at 777 Bay St., 2nd Floor. The library operates a **Freedom of Information reading room** which provides public access to the ministries' publications, statutes, and operational manuals listed in the Freedom of Information and Protection of Individual Privacy Directory of General Records.

AUDIT SERVICES BRANCH**MUN AFF 7**

777 Bay St., 17th Flr.
Toronto M5G 2E5
416-585-6550

The Audit Services Branch is responsible for the internal audit function in the Ministries of Housing and Municipal Affairs and their agencies. The branch performs financial, EDP and management audits to assess the adequacy of controls.

LEGAL SERVICES BRANCH**MUN AFF 8**

777 Bay St., 12th Flr.
Toronto M5G 2E5
416-585-6554
Fax 416-585-6186

The Legal Services Branch provides legal services for the Ministry of Municipal Affairs, associated offices and agencies of the Ministry. It advises on legal matters and documentation, including statutes, regulations, and proposed legislation. The branch also performs legal functions relating to municipal and planning legislation, and Ministry operations. The branch is part of the Ministry of the Attorney General.

COMMUNICATIONS BRANCH**MUN AFF 9**

777 Bay St., 17th Flr.
Toronto M5G 2E5
416-585-7025
416-585-7041 Customer Assistance

This branch provides communication services and acts as a marketing consultant to both the Ministry of Municipal Affairs and the Ministry of Housing.

MUNICIPAL POLICY DEVELOPMENT DIVISION**MUNICIPAL PLANNING POLICY BRANCH****MUN AFF 10**

777 Bay St., 13th Flr.
Toronto M5G 2E5
416-585-6226
Fax 416-585-7540

The branch coordinates development of provincial policy on land use planning, and develops policy and legislation for the improvement of the planning approvals process. Activities include: continuing review, evaluation and monitoring of the Planning Act and related legislation; preparation of government policy statements and related guidelines under the Planning Act; and development and coordination of Ministry policies concerning community planning.

**PROVINCIAL PROGRAMS AND PLANNING
BRANCH****MUN AFF 11**

777 Bay St., 11th Flr.
Toronto M5G 2E5
416-585-7201
Fax 416-585-6870

The Provincial Programs and Planning Branch coordinates a strategy for the Ministry's involvement in provincial/regional settlement patterns and development issues. The

branch also provides policy direction for existing provincial planning programs, including the Parkway Belt.

MUNICIPAL FINANCE BRANCH**MUN AFF 12**

777 Bay St., 13th Flr.

Toronto M5G 2E5

416-585-6311

Fax 416-585-6315

The Municipal Finance Branch examines and develops policy alternatives for the **municipal** finance framework which contribute to the financial viability and accountability of Ontario's municipalities. The municipal finance framework includes such aspects as property tax policies and policies related to other local revenue sources, provincial grants (including the unconditional grants program), investment, borrowing and debt policies, methods of financing infrastructure, pension issues and policies affecting municipal spending responsibilities and financial forecasting.

MUNICIPAL GOVERNMENT STRUCTURE BRANCH**MUN AFF 13**

777 Bay St., 11th Flr.

Toronto M5G 2E5

416-585-7260

Fax 416-585-7638

The Municipal Government Structure Branch develops policy options and analysis relating to the powers, authority, structure, organization and electoral arrangements of **municipalities**. The branch also advises the Minister and the Government of Ontario on provincial policies concerning these matters.

MUNICIPAL OPERATIONS**FIELD MANAGEMENT****MUN AFF 14**

777 Bay St., 14th Flr.

Toronto M5G 2E5

416-585-7251

The Field Management Branch, through its regional offices, supports local government by providing **municipalities** with services, programs and advice on municipal finance and administration, land-use planning, community improvement, boundary negotiation and other municipal structure issues. For further information, contact the regional offices listed below:

150 Main St.

Cambridge N1R 6P9

519-622-1500

If long distance dial

1-800-265-3574/5

Brant, Waterloo

Niagara, Hamilton-

Wentworth,

Oxford, Haldimand-

Norfolk

147 Wyndham St. N., 4th Flr.

Guelph N1H 4E9

519-836-2531

If long distance dial

1-800-265-7236

Bruce, Grey, Wellington

1055 Princess St.
Kingston K7L 5T3
 613-545-4310
 If long distance dial
 1-800-267-9438
 Frontenac, Lennox
 & Addington, Hastings,
 Prince Edward,
 Peterborough,
 Northumberland,
 Leeds and Grenville

495 Richmond St., 7th Flr.
London N6A 5A9
 519-673-1611
 If long distance dial
 1-800-265-1250/4736
 Essex, Kent, Lambton, Elgin,
 Middlesex, Huron, Perth

126 Lakeshore Dr.
North Bay P1A 2A8
 705-476-4300
 If long distance dial
 1-800-461-9528
 Parry Sound, Nipissing,
 Timiskaming

200 Memorial Ave., Unit 117
Orillia L3V 7R3
 705-325-6144
 If long distance dial
 1-800-461-0279
 Simcoe, Haliburton,
 Muskoka, Dufferin
 Victoria

244 Rideau St., 3rd Flr.
Ottawa K1N 5Y3
 613-239-1296
 If long distance dial
 1-800-267-0460
 Renfrew, Lanark, Prescott and
 Russell, Stormont, Dundas and
 Glengarry,
 Regional Municipality
 of Ottawa-Carleton

850 Barrydowne Rd., 3rd Flr.
Sudbury P3A 3T7
 705-560-0120
 If long distance dial
 1-800-461-1193
 Cochrane, Algoma, Manitoulin,
 Regional Municipality
 of Sudbury,
 District of Sudbury

435 James St. S., 1st Flr.
 P. O. Box 5000
Thunder Bay P7C 5G6
 807-475-1621/1651
 If long distance dial
 1-800-465-5061/5027
 Thunder Bay, Kenora,
 Rainy River

47 Sheppard Ave. E., Ste. 207
Willowdale M2N 2Z8
 416-250-1251
 If long distance dial
 1-800-668-0230
 Metro Toronto, Durham,
 York, Peel, Halton

MUNICIPAL BOUNDARIES BRANCH

777 Bay St., 11th Flr.
 Toronto M5G 2E5
 416-585-7276
 Fax 416-585-7284

MUN AFF 15

The branch assists **municipalities** in resolving municipal boundary and boundary-related disputes within the provisions of the **Municipal Boundary Negotiations Act**; assisting northern municipalities to strengthen their local government through applications to annex unorganized territory under the **Municipal Act** and through the development of innovative local government structures; conducting local government studies and implementing county government reform. The branch **publishes** a yearly report entitled "Changes in Status and Boundaries of Ontario Municipalities", which is available at Publications Ontario, 880 Bay St., Toronto M7A 1N8.

PROGRAM SERVICES BRANCH

MUN AFF 16

777 Bay St., 13th Flr.
Toronto M5G 2E5
416-585-6244
Fax 416-585-7639

The Program Services Branch provides support to municipal clients and to the rest of the Ministry. This branch is responsible for the development and coordination of all **educational** programs for **municipal** council members and administrators; the preparation of guidelines on changes to municipal financial, administrative, and planning legislation; and the provision of cartographic and design services.

COMMUNITY DEVELOPMENT BRANCH

MUN AFF 17

777 Bay St., 13th Flr.
Toronto M5G 2E5
416-585-6013

This branch is responsible for providing leadership and support for development and management of programs to support community initiative and self-reliance within a framework of defined provincial interests and priorities. The branch's Program Development Section is responsible for: developing programs to facilitate community-based development initiatives; and evaluating and monitoring existing ones to ensure responsiveness to government priorities and client needs.

The branch's Program Management Section is responsible for managing the Ministry's existing community development programs of **PRIDE** (Program for Renewal, Improvement, Development and Economic Revitalization), **Community Planning Grants** and **Community Planning Advisory Grants**.

PLANS ADMINISTRATION BRANCHES

MUN AFF 18

777 Bay St., 14th Flr.
Toronto M5G 2E5
416-585-6014

The two Plans Administration Branches (Central and Southwest, and North and East) review and approve documents submitted under the **Planning Act**. These documents include **official plans**, official plan amendments, **subdivision** and **condominium** plans, **land severance** applications and **road** adjustment by-laws (except where the Minister has assigned or delegated approval authority). The branches also prepare and administer the Minister's **zoning** orders; approve part-lot control by-laws, **title** validations and **deeming by-laws**; comment on municipal zoning by-laws; and monitor the Minister's authority delegated to **municipalities** and planning boards in unorganized territories. Both branches are also responsible for the the protection and implementation of provincial interests through the planning process.

CORPORATE MANAGEMENT SERVICES DIVISION**CORPORATE MANAGEMENT SERVICES DIVISION**

MUN AFF 19

777 Bay St., 17th Flr.
Toronto M5G 2E5
416-585-6262

The Corporate Management Services Division provides specific support services to the Ministry. These services include: implementing the French Language Services Act and the Freedom of Information and Protection of Privacy Act, managing the Ministry's informa-

tion and technology resources, administering the municipal transfer payment programs, and overseeing the Ministry's resource allocation and control processes.

FRENCH LANGUAGE SERVICES BRANCH

MUN AFF 20

777 Bay St., 17th Flr.
Toronto M5G 2E5
416-585-4032

Within the Ministry, the Director of Language Services arranges implementation of government policy on providing **French language services** to the Franco-Ontarian public. The branch also liaises with Ontario's municipalities for the municipal services in French programs. Assistance is provided to municipalities planning to offer French language services designated under the French Language Services Act, 1986.

INFORMATION MANAGEMENT BRANCH

MUN AFF 21

777 Bay St., 11th Flr.
Toronto M5G 2E5
416-585-7595
Fax 416-585-7242

The Information Management Branch is responsible for managing information and technology strategies within the Ministry.

Activities include long-range planning to assist Ministry staff in acquiring information technology tools; training and support in the use of these tools; and development of applications ensuring maximum benefit from the use of information technology.

The branch also maintains a large database of **information** about Ontario **municipalities**, which is made available to other ministries, municipalities and individuals.

SUBSIDIES MANAGEMENT BRANCH

MUN AFF 22

777 Bay St., 12th Flr.
Toronto M5G 2E5
416-585-6012

The Subsidies Management Branch administers payments for all Ministry of Municipal Affairs programs under which **grants** or loans are made to **municipalities**, planning boards, or individuals. It also makes payments of property **tax** rebates to private **land** owners on behalf of the Ministry of Natural Resources for its **Ontario Managed Forest and Conservation Land Tax Rebate programs**.

Municipalities receive grants under the **Unconditional Grants Program**; grants in lieu of taxes on provincially owned and occupied properties; and community planning grants for developing new official plans or zoning by-laws. Grants are also available to encourage improvements in communities through the Program for Renewal, Improvement, Development and Economic Revitalization (**PRIDE**); to assist in establishing employment equity programs and to subsidize the salary of an employment equity coordinator; to hire **students** and provide them with training and development under the **Education and Training Program**; to provide municipal services in French; and to administer planning activities in planning areas within unorganized territory in Northern Ontario.

The branch administers the **Ontario Unconditional Grants Act** and the **Municipal Tax Assistance Act**. It also maintains a large database of information about Ontario municipalities, which is made available to other ministries, municipalities and individuals.

RESOURCE PLANNING SECTION

MUN AFF 23

777 Bay St., 17th Flr.
Toronto M5G 2E5
416-585-7558

The Resource Planning Section is responsible for the financial management planning process, resource allocation, results management, annual estimates submissions and the multi-year expenditure planning forecasts. The section also oversees the implementation of the **Freedom of Information** and Protection of Privacy Act.

ACTS

ACTS

MUN AFF 24

The Ministry of Municipal Affairs is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's legal services or communications branch.

Barrie-Innisfil Annexation Act, 1981
Barrie-Vespra Annexation Act, 1984
Brantford-Brant Annexation Act, 1980
City of Cornwall Annexation Act, 1974
City of Gloucester Act, 1980
City of Hamilton Act, 1975
City of Hazeldean-March Act, 1978
City of London Act, 1990
City of Nepean Act, 1978
City of Ottawa Road Closing & Conveyance Validation Act, 1981
City of Port Colborne Act, 1974
City of Sudbury Hydro-Electric Service Act, 1980
City of Thorold Act, 1975
City of Thunder Bay Act, 1968-69
(formerly City of Lakehead Act, 1968-69, c.45)
City of Timmins-Porcupine Act, 1972
County of Haliburton Act, 1982
County of Oxford Act
County of Simcoe Act, 1990
Development Charges Act, 1989
(Parts I, II and IV)
District Municipality of Muskoka Act
District Municipality of Muskoka Statute Law Amendment Act, 1989
District of Parry Sound Local Government Act, 1979
Geographic Township of Hansen Act, 1986
International Bridges Municipal Payments Act, 1981
Line Fences Act
Local Improvement Act
Ministry of Municipal Affairs and Housing Act, 1981
Moosonee Development Area Board Act
Municipal Act
Municipal Affairs Act
Municipal Arbitrations Act
Municipal Boundary Negotiations Act, 1981
Municipal Conflict of Interest Act, 1983

Municipal Corporations Quieting Orders Act
Municipal Elderly Residents' Assistance Act
Municipal Elections Act
Municipal Elections Statute Law Amendment Act, 1990
Municipal Extra-Territorial Tax Act, 1988
Municipal Franchises Act
Municipal Interest and Discount Rates Act, 1982
Municipal Payments in Lieu of Taxes Statute Law Amendment Act, 1984
Municipal Private Acts Repeal Act, 1983
Municipal Private Acts Repeal Act, 1989
Municipal and School Tax Credit Assistance Act
(repealed) except subsection 2(3)(4)(5) and (6)
Municipal Statute Law Amendment Act, 1989
Municipal Subsidies Adjustment Repeal Act, 1976
Municipal Tax Assistance Act
Municipal Tax Sales Act, 1984
Municipal Unemployment Relief Act
Municipal Works Assistance Act
Municipality of Metropolitan Toronto Act
Municipality of Shuniah Act, 1936
Ontario Municipal Employees Retirement System Act
Ontario Planning and Development Act
Ontario Unconditional Grants Act
Ottawa-Carleton Amalgamations and Elections Act, 1973
Parkway Belt Planning and Development Act
Planning Act, 1983
Planning Statute Law Amendment Act, 1983
Police Village of St. George Act, 1980
Public Parks Act
Public Utilities Act
Public Utilities Corporations Act
Regional Municipality of Durham Act
Regional Municipality of Haldimand-Norfolk Act
Regional Municipality of Halton Act
Regional Municipality of Hamilton-Wentworth Act
Regional Municipality of Niagara Act
Regional Municipality of Ottawa-Carleton Act
Regional Municipality of Ottawa-Carleton Land Acquisition Act, 1980
Regional Municipality of Peel Act
Regional Municipality of Sudbury Act
Regional Municipality of Waterloo Act
Regional Municipality of York Act
Road Access Act
Sarnia-Lambton Act, 1989
Shoreline Property Assistance Act
Snow Roads and Fences Act
Statute Labour Act
Tax Sales Confirmation Act, 1974
Territorial Division Act
Tom Longboat Act, 1980
Toronto District Heating Corporation Act, 1980
Toronto Islands Act, 1980

Town of Wasaga Beach Act, 1973
Township of North Plantagenet Act, 1976
Township of South Dumfries Act, 1989
Wharfs and Harbours Act

MINISTER RESPONSIBLE FOR NATIVE AFFAIRS

MINISTER RESPONSIBLE FOR NATIVE AFFAIRS

NAT AFF 1

Whitney Block, 6th Flr., Rm. 6301

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

The Minister Responsible for Native Affairs is responsible for: developing corporate Native Affairs policy; coordinating special projects across ministries; negotiating corporate Native issues, such as **aboriginal** constitutional matters and self-government agreements; **researching**, negotiating and settling Native land claims; and monitoring development and delivery of line Ministry programs affecting **Native people**.

The Ontario **Native Affairs Secretariat** (326-4740) supports the Minister Responsible for Native Affairs. The Secretariat acts as an advocate for the resolution of Native Affairs issues within the government, negotiates and settles aboriginal **land** claims and manages the Province's involvement in aboriginal self-government negotiations. The Secretariat is composed of five units.

The Office of the Secretary determines the strategic policy and operational direction, provides communications and legal services and liaises with the Minister, Cabinet Office and Human Resources Secretariat.

The Justice and Social Policy Unit develops corporate aboriginal policy and issues affecting the government and is responsible for interministerial coordination in the justice and social fields; monitors and promotes the utilization of the Province's 1985 Corporate Native Affairs and 1989 Aboriginal Self-Government Policies by ministries; assists ministries engaged in justice or social negotiation with aboriginal organizations. The unit is also responsible for corporate planning and administrative services.

The Economic and Resources Development Policy Unit develops policy and coordinates interministerial involvement in aboriginal economic, natural resources and environmental issues. It monitors and promotes the utilization by ministries of the Province's 1985 Corporate Native Affairs and 1989 Aboriginal Self-Government Policies, and assists in environmental or natural resource negotiations with aboriginal organizations.

The Community Negotiations Unit conducts and coordinates negotiations of self-government and land claim settlement agreements with aboriginal communities. It advises ministries on issues in aboriginal communities and conducts research and analysis on land claims.

The Federal-Provincial Relations Unit provides liaison and coordinates federal-provincial agreements with the Government of Canada, other provincial governments, Indian Commission of Ontario, provincial and national aboriginal associations. The unit leads negotiations on aboriginal constitutional matters and develops policy and strategy on federal-provincial matters.

MINISTRY OF NATURAL RESOURCES

Whitney Block

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

The Ministry of Natural Resources originated in 1972 with the amalgamation of the former Departments of Lands and Forests, and Mines and Northern Affairs. In 1985, certain of the mining-related responsibilities were transferred back to the reconstituted Ministry of Northern Development and Mines.

The goals of the Ministry of Natural Resources are three-fold: resource development, resource conservation and the protection of public safety and resources from natural hazards. The Ministry's programs are concerned with the wise management of Ontario's physical and natural resources for economic and social benefit. This includes Crown lands, waters, forests, parks, fish, wildlife, fuel and industrial minerals.

CORPORATE SERVICES DIVISION

ADMINISTRATIVE MANAGEMENT BRANCH

MNR 1

Whitney Block, Rm. 5528

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-314-2038

The Administrative Management Branch provides analytical/support services for a wide range of administrative matters in order to assist Ministry managers in achieving program objectives. The branch is responsible for corporate leadership and training in the areas of supply management (purchasing, contracting, warehousing, moveable assets and fleet/insurance), facilities and accommodation. In addition to Ministry-wide corporate services (e.g. central supply warehouse, forms design, mail system), the branch provides specialized support services for all Ministry main office programs. Such services include purchasing, a copy centre, mail room and assets management services. The branch also liaises with central agencies and lead ministries regarding administrative and policy matters, and works cooperatively with other ministries in coordinating common services, such as telecommunications, the acquisition and design of facilities, and the purchase of automobiles.

COMMUNICATIONS SERVICES BRANCH

MNR 2

Whitney Block, Rm. 5340

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-314-2100 General Inquiries

416-314-2168 A.V. Film Library

416-314-2110 Translation Services

The Communications Services Branch establishes communications policy, and provides communications advice and support in English and French to Ministry offices. The branch informs the public, interest groups and the media about Ministry activities, answers public inquiries, produces and distributes **publications**, news releases, displays and audio-visual materials.

ENGINEERING BRANCH

MNR 3

Whitney Block, Rm. 5620
99 Wellesley St. W.
Queen's Park, Toronto M7A 1W3
416-314-2393

The branch administers the **Lakes and Rivers Improvement Act** which regulates construction and operation of dams and diversions. In addition, special engineering, water management, **shoreline** management and **hydrologic research** studies to control flooding and erosion are carried out. Response to flood **emergencies** is a joint effort by a number of entities including the municipality concerned, the Conservation Authorities, the Ministry of Natural Resources' district offices, and the police. To report an emergency arising from floods, telephone the municipality in which flooding occurs. In areas outside municipalities, call the nearest district office of the Ministry of Natural Resources, listed in the blue pages of area telephone directories.

FINANCIAL RESOURCES BRANCH

MNR 4

Whitney Block, Rm. 3340
99 Wellesley St. W.
Queen's Park, Toronto M7A 1W3
416-314-1857

The Financial Resources Branch is responsible for general accounting functions, including payroll and accountable advance services, accounts payable, accounts receivable and financial liaison with the Provincial Auditor and other government ministries and agencies. Branch activities include appropriations and expenditure control, development of accounting and costing systems, financial and cost analyses, and pre-audit controls and procedures. The branch examines non-tax revenue rates and budget allocations control; coordinates program planning and yearly reviews; prepares reports for submission to Management Board; organizes and participates in program evaluations; assists with economic analysis of Ministry programs; and coordinates management information development and updates. The branch also prepares claims under federal-provincial agreements; controls collateral securities; and collects records and reports on revenue from **timber** operations, sales and leases of **Crown land**, **mining**, **aggregate**, **pits and quarries**, and provincial **parks** operations, **fish** and **wildlife licences** and sundry other cash receipts.

The branch is responsible for the provision of financial management training and development for staff, and administration of the Ontario Renewable Resources Research Grants Program. Financial advisory services are provided to the Ministry's client groups. For fish and wildlife (**hunting**) licence sales, see this Ministry's Public Information Centre or contact the Regional and District Offices listed under the Field Organization entries.

HUMAN RESOURCES BRANCH

MNR 5

Whitney Block, Rm. 6620
99 Wellesley St. W.
Queen's Park, Toronto M7A 1W3
416-314-1770

The Human Resources Branch works in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. It establishes Ministry personnel policies, procedures and appropriate classification and compensation levels for employees. The branch is also responsible for staff recruitment, safety programs, Workers' Compensation, human resource planning, training and development, employee counseling, investigation of employee grievances and conflict of interest cases, employment

equity, French language services and all matters affecting working conditions and performance. The branch also serves as a liaison between the Ministry and the Human Resources Secretariat, Management Board of Cabinet and the Ontario Public Service Employees Union (OPSEU).

The Ministry's personnel and employee benefit records are maintained by the branch. For seasonal and contract employment call the Ministry's district offices, listed under the Field Organizations entries. For information regarding **youth programs** (Ontario **Rangers**, Summer Experience and Environmental Youth Corps programs) call 965-1258. For summer employment in the Metro Toronto area call 965-7240; for summer employment throughout Ontario Call 965-1258; For general employment inquiries call 965-2707.

INTERNAL AUDIT SERVICES BRANCH

MNR 6

56 Wellesley St. W., 2nd Flr.
Queen's Park, Toronto M7A 2B7
416-314-2240

This branch is responsible for the Ministry's internal audit functions, which include the review and appraisal of financial and management control systems.

INTEGRATED FINANCIAL AND ADMINISTRATIVE SYSTEM PROJECT

MNR 7

56 Wellesley St. W., 2nd Flr.
Queen's Park, Toronto M7A 2B7
416-314-2242

The Integrated Financial and Administrative System (IFAS) Project team has the responsibility for acquiring, modifying, and implementing an IFAS for the Ministry of Natural Resources.

LEGAL SERVICES BRANCH

MNR 8

Whitney Block, Rm. 6420
99 Wellesley St. W.
Queen's Park, Toronto M7A 1W3
416-314-2002
Fax 416-314-2030

The Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations, and the preparation and review of proposed legislation, regulations and other legal documents. General legal services such as preparing litigation, settling claims, acting at court hearings, are also supplied to the Ministry. The Legal Services Branch is responsible to the Attorney General's Office.

INFORMATION RESOURCES DIVISION

INFORMATION MANAGEMENT AND SERVICES BRANCH

MNR 9

NATURAL RESOURCES INFORMATION CENTRE

Macdonald Block, Rm. M1-73

900 Bay St.

Queen's Park, Toronto M7A 2C1

416-314-2000 General Inquiry

416-314-1665 French Inquiry

416-314-2001 Aerial Photographs

416-314-1177 Fisheries Information

416-314-2225 Fishing Licences

416-314-1553 Forestry/Land/Waters/Information

416-314-1666 Map Information

416-314-1666 Mineral Information

416-314-1717 Provincial Parks Information

416-314-2225 Wildlife Information

Fax 416-314-1593

The Natural Resources Information Centre is a “one stop” inquiry centre for both the public and the government. **Information** and **publications** are provided on Ontario's **fish**, **wildlife**, **forestry**, **mineral** resources, **lands** and **waters**, and provincial **parks**. The centre sells **hunting** and **fishing licences**, topographical Ontario Basic **Mapping**, aerial photos and Forest Resources Inventory maps. **Travel** counselling is also provided to the public on Provincial Parks, hunting, fishing and outdoor **recreation** opportunities.

INFORMATION MANAGEMENT AND SERVICES BRANCH

MNR 10

NATURAL RESOURCES LIBRARY

ICI House, 5th Flr.

90 Sheppard Ave. E.

North York, M2N 3A1

416-314-1208

The Natural Resources Library at 90 Sheppard Ave. E. and the **Research Library** in Maple (416-832-7145) hold material related to renewable resources. The libraries serve Ministry staff, other libraries and members of the public working on special projects concerning resources for which material is not available elsewhere. The public may use material for reference and by appointment only. The Natural Resources Library operates the Ministry **reading room** to provide public access to manuals and internal procedures used by the Ministry.

INFORMATION TECHNOLOGY PLANNING AND DEVELOPMENT BRANCH

MNR 11

90 Sheppard Ave. E., 5th Flr.

North York M2N 3A1

416-314-1445

The Information Technology Planning and Development Branch plans and develops corporate systems to support the Ministry in its pursuit of sustainable development. It coordinates the development of the strategic and annual operating Information and Technology plans for the Ministry. The branch establishes and maintains Ministry-wide policy, procedures, methodology and standards for software development, security and use. It plans,

designs, builds, implements and maintains all corporate information systems for the Ministry. The branch evolves and maintains the Ministry's data architecture, corporate data dictionary and repository, and designs its corporate databases.

**COMPUTER OPERATIONS AND
TELECOMMUNICATIONS BRANCH**

MNR 12

90 Sheppard Ave. E., 5th Flr.
North York M2N 3A1
416-314-1401
Fax 416-314-1496

The branch coordinates the provision of reliable and secure computer and telecommunications services, along with technical and client support, in a cost effective manner.

LAND AND RESOURCE INFORMATION BRANCH

MNR 13

90 Sheppard Ave. E., 4th Flr.
North York M2N 3A1
416-314-1223
Fax 416-314-1336

The Land and Resource Information Branch ensures the availability of positional and descriptive information about Ontario's land mass and provides leadership in geographic information applications and standards development.

Activities include the establishment and maintenance of a provincial geographic referencing system, geodesy, cadastral surveys, cartography, establishment and maintenance of the Provincial Digital Topographic Data Base, geographic information, geographic nomenclature, satellite and airborne remote sensing. Branch programs are described individually under the entries that follow. Maps are distributed by the Ministry's Natural Resource Information Centre (314-1666). District offices, listed under this Ministry's Field Organization entries, can also provide information.

The Air Photo Library (314-1365) safeguards and maintains the Ministry's original air photo imagery flown for the forestry and mapping programs. Photographic contact prints and enlargements are produced in the laboratory to meet the demands of the public, government agencies and MNR mapping projects. Products are sold and distributed through the Natural Resource Information Centre (314-2001).

**LAND AND RESOURCE INFORMATION BRANCH
PROVINCIAL MAPPING OFFICE**

MNR 14

90 Sheppard Ave. E., 4th Flr.
North York M2N 3A1
416-314-1243

The Provincial Mapping Office is responsible for supplying its various client groups and the public at large with various mapping products and services. This includes the establishment and maintenance of the Provincial **Topographic** Data Base, monochrome topographic maps, colour thematic maps, plans and sketches of Crown lands in the province. In addition, the section maintains standards which affect the above and supply consultative services on their use and implementation.

Topographic Data Base (314-1215) administers the **Ontario Basic Mapping (OBM)** program which is designed to provide a common base for geographical referenced topographic information. Contracts are handled with private industry for medium-scale digital topographic mapping, and with municipalities for large-scale urban topographic mapping.

The **Digital OBM Program** develops and maintains a database of digital topographic information for the Province of Ontario, and disseminates this data to users.

The **Crown Parcel Mapping Unit** (314-1261) maintains maps and sketches of those parcels of Crown land for which the Crown has either licensed surface or subsurface rights or for which a boundary from survey descriptions is required such as water lots and provincial park boundaries.

Thematic Mapping (314-1248) prepares the Ministry's colour thematic maps, including territorial, **parks, hunting** and **fishing** maps, colour brochures and graphics, Ontario's **electoral district** maps, and **geological** maps for the Ontario Geological Survey.

LAND AND RESOURCE INFORMATION BRANCH
ONTARIO CENTRE FOR REMOTE SENSING

MNR 15

90 Sheppard Ave. E., 4th Flr.
North York M2N 3A1
416-314-1310

The **Ontario Centre for Remote Sensing (OCRS)** conducts applications development projects and thematic mapping programs related to such fields as forestry, geology, agriculture and land use planning, through the analysis of airborne and spaceborne **remote sensing** data (e.g., aerial **photography**, thermography, radar, and satellite multispectral imagery). OCRS headquarters maintains a collection of **LANDSAT satellite imagery** for Ontario and a literature **library**, both of which may be used by the public. Under a comprehensive technology transfer program, the Centre offers information on remote sensing, and consultation on remote sensing research or application projects, to government organizations, private companies and universities/colleges. The Centre also subcontracts to Ontario companies to conduct remote sensing application projects in Canada and abroad. Remote sensing training courses are offered to provide practical experience in the use of a range of remote sensing data. Guest lecturers and other forms of assistance in the teaching of remote sensing are provided to universities.

LAND AND RESOURCE INFORMATION BRANCH
OFFICE OF THE SURVEYOR GENERAL

MNR 16

90 Sheppard Ave. E., 4th Flr.
North York M2N 3A1
416-314-1287

The Office of the Surveyor General administers the **Surveys Act**, **Surveyors Act** and **Ontario Geographic Names Board Act** and regulations; manages surveying services; and coordinates policy, priorities and development of programs in Crown land titles, geodetic services, geographic names and Crown land **surveying** activities.

Geodetic Services (314-1269) develops and publishes standards, guidelines and specifications for the performance of horizontal, vertical and three-dimensional surveys by surveyors; collects horizontal and vertical control survey network data for storage in the provincial horizontal control data bank (**COSINE**); maintains multipurpose control survey adjustment and analysis programs (**MANOR**, **MANOR V**); and installs precise calibration base lines.

Geographic Names (314-1278) coordinates geographic name investigation, research and policy development affecting treatment of geographic nomenclature in Ontario; maintains an index of geographical and place names; provides toponymic service and undertakes investigations affecting geographical names for the Canadian Permanent Committee on Geographic Names, ministries, agencies, municipalities, the public, etc.; provides adminis-

trative support to the Ontario Geographic Names Board; and publishes principles for geographic naming.

Crown Land Surveys (314-1285) examines plans of survey of Crown land and mining land for alienation by lease, licence or letters patent; prepares descriptions for patent, lease, licence, Order-in-Council and regulations; and interprets and maintains custody of plans and field notes of original Crown surveys. **Crown** survey records located at 90 Sheppard Ave. E., 4th Flr., North York may be viewed by the public. The office prepares instructions for surveyors to make Crown resurveys under the Surveys Act; arranges public hearings for confirmation of Crown resurveys; maintains provincial boundaries; and undertakes legal surveys for the Ministry.

LAND AND RESOURCE INFORMATION BRANCH

MNR 17

CROWN LAND REGISTRY

90 Sheppard Ave. E., 5th Flr.
North York M2N 3A1
416-314-1386

The Crown Land Registry issues Crown leases, **land patents** (Crown patents) and **licences** of occupation. From the land index system (formerly the **Domesday Book**), information can be provided on land that was formerly **Crown land**. All of this data is available at the main office. For information, contact Ministry regional and district offices or Crown Land Registry.

POLICY DIVISION

COMPLIANCE POLICY OFFICE

MNR 18

ICI House, 6th Flr.
90 Sheppard Ave. E.
North York M2N 3A1
416-314-1000

The Compliance Policy Office provides assistance and advice to field offices on various compliance and law enforcement matters. It is responsible for the development of compliance policy and the development and coordination of all law enforcement training courses.

CORPORATE POLICY AND PLANNING

MNR 19

SECRETARIAT

Whitney Block, Rm. 6440
99 Wellesley St. W.
Queen's Park, Toronto M7A 1W3
416-314-1913
Fax 416-314-1948

The Secretariat provides support to the Assistant Deputy Minister (Policy), Deputy Minister and Minister's office and the Ministry's executive management and policy teams through development and coordination of policy, maintenance of the policy system, the strategic planning process, preparation of priority guidelines, assessment of policy proposals from within and outside the Ministry, and liaison with Cabinet Office, Cabinet Committees and other ministries. Leadership for land use and integrated resource management planning is provided by the development and maintenance of guidelines and processes, and the coordination of **land use planning** at the provincial level. The Secretariat also has corporate responsibility for developing policies and procedures for Ministry of Natural

Resource's participation in **municipal** planning, under the Planning Act and for meeting requirements under the Environmental Assessment Act.

**CORPORATE POLICY AND PLANNING
SECRETARIAT**

MNR 20

Whitney Block, Rm. 6440
99 Wellesley St. W.
Queen's Park, Toronto M7A 1W3
416-314-1913
Fax 416-314-1948

Management Planning and Analysis initiates studies of the Ministry's management processes; recommends changes to management organization systems, procedures and practices; and coordinates the implementation of projects to enhance organizational and management effectiveness.

FISHERIES POLICY BRANCH

MNR 21

ICI House, 5th Flr.
90 Sheppard Ave. E.
North York M2N 3A1
416-314-1130
Fax 416-314-1140

The Fisheries Policy Branch coordinates **fisheries** regulations across the province through preparation, interpretation and legislation. The branch supports and guides regional and district offices by providing: expertise in biology, sociology, economics, computerized data, legislation and administration relating to fisheries management; special services such as program evaluation, priority setting and policy formulation; and planning, programming and auditing of provincial **fish** culture operations to meet the need for resource management and recreational fishing. The branch also assigns production targets and distribution schedules for provincial fish culture stations, and develops and implements policy affecting fish habitat management.

Regional offices are responsible for coordinating delivery of assigned Ministry programs through the Ministry Field Organization. The offices set regional priorities, allocate resources in accordance with approved policies and programs, and provide support services and management information to the districts.

District offices are responsible for delivery of the fisheries program and enforcement of legislation. They recommend changes in policies, programs or standards. The district offices also provide information on hatcheries and sanctuaries, farm ponds, **permits** and special **licences**, fishing conditions and regulations, open seasons, fish identification and conservation. For a listing of regional and district offices, fish assessment units, fish culture centres and Fisheries Research Stations, Year Round Work Centres, see this Ministry's Field Organization entries.

FOREST POLICY BRANCH

MNR 22

1235 Queen St. E.
P. O. Box 969
Sault Ste. Marie P6A 5N5
705-946-2981
Fax 705-946-2030

The **Ontario Forest Research Institute (OFRI)** formerly the Ontario Tree Improvement and Forest Biomass Institute (OTIFBI) and its three satellite stations, listed below, conduct and coordinate **forest research** to acquire basic and applied knowledge and ensure its use in the development of forest policy and forest management practices in the forest ecosystems in Ontario. It currently has research programs in forest ecology, genetics, renewal and silviculture which are focused on developing new knowledge of forest ecosystems structure and function to enhance forest sustainability. Research results are disseminated by way of publications, seminars/conferences, committees, input to policy, training, workshops, innovative products and procedures, consulting services, strategic data bases and biological materials.

The **laboratories** occupy 2,000 sq. metres in the new OFRI building, with an extended greenhouse facility and an off-site arboretum of 86 hectares.

In addition, there are laboratory facilities at the University of Guelph and at the Centre for Northern Forest Ecosystem Research (CNFER) operations.

OFRI

c/o University of Guelph
Horticultural Science
620 Gordon St.
Guelph N1G 2W1
519-824-4120 Ext. 8586
Fax 519-767-0755

OFRI

*Centre for Northern Forest
Ecosystem Research (CNFER)*
c/o Lakehead University
955 Oliver Rd.
Thunder Bay P7B 5E1
807-343-4000
Fax 807-343-4001

OFRI

Southern Forest Health Project
10401 Dufferin St.
Box 7400
Maple L6A 1S9
416-832-7271
Fax 416-832-7179

LANDS AND WATERS POLICY BRANCH
CONSERVATION AUTHORITIES SECTION

MNR 23

Whitney Block, Rm. 5620
99 Wellesley St. W.
Queen's Park, Toronto M7A 1W3
416-314-1978

The section encourages the **conservation**, development and wise utilization of **water** and related **land** resources by providing policy, procedural guidelines, funding, management and planning direction to 38 Conservation Authorities.

The Conservation Authorities are semiautonomous, corporate bodies established under the **Conservation Authorities Act** to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals.

Through the section, **grants** are provided to Conservation Authorities to support resource management projects, e.g., **watershed** planning, **flood** control works such as **dams** and other non-structural measures, **erosion** control projects, and conservation and **recreation** land management (**reforestation**, **woodlot**, **fish** and **wildlife** management).

The section deals with the Conservation Authorities (CAs) through the Ministry of Natural Resources regional office in Aurora. This office and the Authorities are listed below.

Regional Office

R. R. 2
50 Bloomington Rd. W.
Aurora L4G 3G8
416-841-9385

Niagara Peninsula CA

Centre St.
Allanburg L0S 1A0
416-227-1013

Hamilton Region CA

Box 7099, 838 Mineral Springs Rd.
Ancaster L9G 3L3
416-525-2181

Nottawasaga Valley CA

R. R. 1
Angus L0M 1B0
705-424-1479

Halton Region CA

2596 Britannia Rd. W.
P. O. Box 1097, Stn. B
Burlington L7P 3S9
416-336-1158

Grand River CA

Box 729, 400 Clyde Rd.
Cambridge N1R 5W6
519-621-2761

Kawartha Region CA

Box 819
Fenelon Falls K0M 1N0
705-887-3112

Credit Valley CA

1255 Derry Rd. W.
Meadowvale L5N 6R4
416-670-1615

Lake Simcoe Region CA

Box 282, 120 Bayview Ave.
Newmarket L3Y 4X1
416-895-1281

Metropolitan Toronto & Region CA

5 Shoreham Dr.
Downsview M3N 1S4
416-661-6600

Otonabee Region CA

Time Square
380 Armour Rd., Ste. 200
Peterborough K9H 7L7
705-745-5791

Ganaraska Region CA

Box 328
Port Hope L1A 3W4
416-885-8173

Central Lake Ontario CA

100 Whiting Ave.
Oshawa L1H 3T3
416-579-0411

Moir River CA

Box 698
Belleville K8N 5B3
613-968-3434

South Nation River CA

Box 69
Berwick K0C 1G0
613-984-2949

Cataraqui Region CA

Box 160
Glenburnie K0H 1S0
613-546-4228

Mississippi Valley CA
Box 268
Lanark K0G 1K0
613-259-2421

Rideau Valley CA
Box 599, Mill St.
Manotick K0A 2N0
613-692-3571

Crowe Valley CA
Box 416
Marmora K0K 2M0
613-472-3137

Raisin Region CA
Box 10
Martintown K0C 1S0
613-528-4823

Napanee Region CA
25 Ontario St. W.
Napanee K7R 3S6
613-354-3312

Prince Edward Region CA
Box 310
Picton K0K 2T0
613-476-7408

Lower Trent Region CA
441 Front St.
Trenton K8V 6C1
613-394-4829

Lakehead Region CA
Box 3476
1136 Oliver Rd.
Thunder Bay P7B 5J9
807-344-5857/8/9/50

North Bay—Mattawa CA
R. R. 5, Site 12, Camp 5
233 Birchs Rd.
North Bay P1B 8Z4
705-474-5420

Sault Ste. Marie Region CA
99 Foster Dr., Civic Centre
Sault Ste. Marie P6A 5X6
705-759-5341

Nickel District CA
200 Brady St.
Sudbury P3E 5K3
705-674-5249

Mattagami Region CA
133 Cedar St. S.
Timmins P4N 2G9
705-264-5309

Catfish Creek CA
R. R. 5
Aylmer N5H 2R4
519-773-9037

Lower Thames Valley CA
100 Thames St.
Chatham N7L 2Y8
519-354-7310

Essex Region CA
360 Fairview Ave. W.
Essex N8M 1Y6
519-776-5209

Ausable Bayfield CA
R. R. 3
Exeter N0M 1S5
519-235-2610

Saugeen Valley CA
R. R. 1
Hanover N4N 3B8
519-364-1255

Upper Thames River CA
R. R. 6
London N6A 4C1
519-451-2800

Grey Sauble CA
R. R. 4, Inglis Falls Rd.
Owen Sound N4K 5N6
519-376-3076

Kettle Creek CA
R. R. 8
St. Thomas N5P 3T3
519-631-1270

Long Point Region CA
 R. R. 3
Simcoe N3Y 4K2
 519-428-4623

Maitland Valley CA
 Box 127
Wroxeter N0G 2X0
 519-335-3557

St. Clair Region CA
 205 Mill Pond Cres.
Strathroy N7G 3P9
 519-245-3710

LAND AND WATERS POLICY BRANCH

LANDS POLICY SECTION

MNR 24

Whitney Block, Rm. 6646
 99 Wellesley St. W.
 Queen's Park, Toronto M7A 1W3
 416-314-1955 Public Lands Policy
 416-314-1953 Native Lands Policy
 416-314-1962 Access Roads Policy

The Lands Policy Section develops policies which govern the management and use of the 87% of Ontario which is **Crown (Public) land**. These policies, which are created under the authority of the **Public Lands Act**, and the **Beds of Navigable Waters Act**, involve such land management functions as **land** disposition (i.e. sale or lease of property), land and **shoreline** development (e.g. control of construction of **docks** on Crown land, etc.) and construction and maintenance of infrastructure (e.g. roads, dams, waste disposal sites).

An additional section responsibility is the development of policy regarding Crown Land issues involving Native peoples (e.g. the availability of land for new Indian reserves and the co-management of lands and natural resources around existing reserves).

The section provides policy direction to MNR's field organization and advises the Minister and senior management on Crown Land related matters.

LAND AND WATERS POLICY BRANCH

AGGREGATE SECTION

MNR 25

880 Bay St., 3rd. Flr.
 Queen's Park, Toronto M5S 1Z8
 416-965-3127

The Aggregate Resources Program is responsible for the management of Ontario's **aggregate** resources through the Ministry's regional and district offices. Under the **Aggregate Resources Act (ARA)**, over 2,600 pits and quarries are licenced, and over 200 temporary wayside **permits** are issued each year. The sites, located predominantly in southern Ontario, extract sand, gravel, shale, stone and other nonmetallic **minerals** for industrial and construction use. In addition, over 2,000 pits located on Crown land, mainly in northern Ontario, are administered under the Aggregate Permit provisions of the ARA. The Ministry's district offices administer this Act through public and agency review and liaison, for the mutual benefit of all interested parties.

Management of aggregate resources is carried out through resource planning under the Provincial **Mineral Aggregate Resources Policy Statement (MARPS)**, policy formulation and development, administration of legislation, rehabilitation studies, and other related research. The section provides interpretation and advice on legislation, policy and rehabilitation to industry, other agencies and the public, as well as, support to field staff.

Inspectors are designated Ministry personnel assigned to field offices responsible for administering and enforcing the ARA and its regulations. Site inspections are routinely performed from district offices on all licensed and wayside operations.

**LAND AND WATERS POLICY BRANCH
PETROLEUM RESOURCES SECTION**

MNR 26

880 Bay St., 3rd. Flr.
Queen's Park, Toronto M5S 1Z8
416-963-1882

The Petroleum Resources Program is responsible for the management of Ontario's oil, natural gas and brine resources. The program receives its authority from the Petroleum Resources Act and parts of the Mining Act.

The program recommends appropriate policies regulations and legislation to regulate the development of the following **energy** resources in Ontario: oil and natural gas exploration and production; natural gas storage in subsurface formations; hydrocarbon storage in subsurface formations; and solution mining for salt and chemicals.

Under the Petroleum Resources Act, over 400 various operating **licences** are issued annually to companies or individuals engaged in geophysical or geochemical exploration, leasing of oil or natural gas rights, producing oil or natural gas for sale, or operating machines for boring, drilling, deepening or plugging wells. Under the same Act, approximately 100 to 140 **permits** may be issued annually for the drilling of wells.

There are presently almost 1100 oil and 630 natural gas producing wells onshore in Ontario, producing from over 80 oil pools and over 70 natural gas pools. There are approximately 620 natural gas wells producing from nine major pools offshore in Lake Erie.

There are approximately 19 subsurface natural gas storage reefs with a capacity of approximately 180 billion cubic feet, and almost 90 subsurface storage caverns with a capacity of over 17 million barrels.

Petroleum Resources inspectors are responsible for administering and enforcing the Petroleum Resources Act and its regulations, and for inspecting production and drilling sites.

Other operational, **geological** and engineering services are performed by MNR's regional personnel using the Petroleum Resources **Laboratory**, computer database and research facilities located in London.

SOUTHERN REGION

Regional Office
Petroleum Resources Section
659 Exeter Rd., 2nd Flr.
London N6A 4L6
519-661-2766

PROVINCIAL PARKS AND NATURAL
HERITAGE POLICY BRANCH

MNR 27

ICI House, 6th Flr.
90 Sheppard Ave. E.
North York M2N 3A1
416-314-1096

The Provincial Parks and Natural Heritage Policy Branch is responsible for the planning development and management of provincial **parks** and **recreational** areas (canoe routes, **water** access points and trails). It is also responsible for the areas of Natural and Scientific Interest (ANSI) program, the objective of which is the protection of areas with significant natural values which contribute to natural heritage appreciation and scientific education. In addition, it develops and coordinates the **Conservation Land Tax Reduction Program**, which provides **property tax** rebates to the owners of identified conservation land. Provincial parks information and **films** can be obtained from the Ministry's regional and district offices or by writing to this branch. In Toronto, call 314-1717 for parks information and 963-2992 for park vacancy reports in the summer. Residents outside a district office's local calling area can consult the blue pages of their public telephone directory for the toll-free number.

Listed alphabetically below are provincial parks and the corresponding district offices and telephone numbers. See this Ministry's Field Organization entries for the full addresses of the regional and district offices.

Aaron
807-223-3341
(Dryden District)

Blue Lake
807-223-3341
(Dryden District)

Algonquin
705-633-5572
(Algonquin Park District)

Bon Echo
613-354-2173
(Napanee District)

Arrowhead
705-645-8747
(Bracebridge District)

Bonnechere
613-732-3661
(Pembroke District)

Awenda
705-728-2900
(Huron District)

Bronte Creek
519-658-9356
(Cambridge District)

Balsam Lake
705-324-6121
(Lindsay District)

Caliper Lake
807-274-5337
(Fort Frances District)

Bass Lake
705-728-2900
(Huron District)

Carillon
613-257-5735
(Carleton Place District)

Batchawana
705-949-1231
(Sault Ste. Marie District)

Carson Lake
613-732-3661
(Pembroke District)

Charleston Lake
613-354-2173
(Napanee District)

Chutes
705-869-1330
(Espanola District)

Craigleith
519-376-3860
(Owen Sound District)

Darlington
705-324-6121
(Lindsay District)

Devil's Glen
705-728-2900
(Huron District)

Driftwood
613-732-3661
(Pembroke District)

Earl Rowe
705-728-2900
(Huron District)

Emily
705-324-6121
(Lindsay District)

Esker Lakes
705-642-3222
(Kirkland Lake District)

Fairbank
705-522-7823
(Sudbury District)

Ferris
613-354-2173
(Napanee District)

Finlayson Point
705-569-3622
(Temagami District)

Fitzroy
613-257-5735
(Carleton Place)

Frontenac Park
613-354-2173
(Napanee District)

Fushimi Lake
705-362-4346
(Hearst District)

Greenwater
705-272-4365
(Cochrane District)

Grundy Lake
705-746-4201
(Parry Sound District)

Halfway Lake
705-522-7823
(Sudbury District)

Inverhuron
519-376-3860
(Owen Sound District)

Ipperwash
519-357-3131
(Wingham District)

Ivanhoe Lake
705-864-1710
(Chapleau District)

John E. Pearce
519-773-9241
(Aylmer District)

Kakabeka Falls
807-475-1511
(Thunder Bay District)

Kap-Kig-Iwan
705-642-3222
(Kirkland Lake District)

Kettle Lakes
705-267-7951
(Timmins District)

Killarney
705-522-7823
(Sudbury District)

Killbear
705-746-4201
(Parry Sound District)

Klotz Lake
807-854-1030
(Geraldton District)

Lady Evelyn Smoothwater
705-569-3622
(Temagami District)

Lake Nipigon
807-887-2120
(Nipigon District)

Lake of the Woods
807-274-5337
(Fort Frances District)

Lake on the Mountain
613-354-2173
(Napanee District)

Lake St. Peter
613-332-3940
(Bancroft District)

Lake Superior
705-856-2396
(Wawa District)

Long Point
519-426-7650
(Simcoe District)

MacGregor Point
519-376-3860
(Owen Sound District)

MacLeod
807-854-1030
(Geraldton District)

Mara
705-728-2900
(Huron District)

Mark S. Burnham
705-324-6121
(Lindsay District)

Marten River
705-474-5550
(North Bay District)

Mattawa River
705-474-5550
(North Bay District)

McRae Point
705-728-2900
(Huron District)

Middle Falls
807-475-1511
(Thunder Bay District)

Mikisew
705-645-8747
(Bracebridge District)

Missinaibi Lake
705-864-1710
(Chapleau District)

Mississagi
705-356-2234
(Blind River District)

Murphys Point Park
613-257-5735
(Carleton Place)

Nagagamisis
705-362-4346
(Hearst District)

Neys
807-825-3205
(Terrace Bay District)

North Beach
613-354-2173
(Napanee District)

Oastler Lake
705-746-4201
(Parry Sound District)

Obatanga
705-856-2396
(Wawa District)

Ojibway
807-737-1140
(Sioux Lookout District)

Ojibway Prairie Nature Reserve
519-354-7340
(Chatham District)

Ouimet Canyon
807-475-1511
(Thunder Bay District)

Pakwash
807-727-2253
(Red Lake District)

Pancake Bay
705-949-1231
(Sault Ste. Marie District)

Peters Woods Nature Reserve
705-324-6121
(Lindsay District)

Petroglyphs
613-332-3940
(Bancroft District)

The Pinery
519-357-3131
(Wingham District)

Point Farms
519-357-3131
(Wingham District)

Polar Bear
705-336-2987
(Moosonee District)

Port Bruce
519-773-9241
(Aylmer District)

Port Burwell
519-773-9241
(Aylmer District)

Presqu'ile
613-354-2173
(Napanee District)

Quetico
807-597-6971
(Atikokan District)

Rainbow Falls
807-825-3205
(Terrace Bay District)

Rene Brunelle
705-335-6191
(Kapuskasing District)

Restoule
705-474-5550
(North Bay District)

Rideau River
613-257-5735
(Carleton Place)

Rock Point
416-892-2656
(Niagara District)

Rondeau
519-354-7340
(Chatham District)

Rushing River
807-468-9841
(Kenora District)

Samuel de Champlain
705-474-5550
(North Bay District)

Sandbanks
613-354-2173
(Napanee District)

Sandbar Lake
807-934-2233
(Ignace District)

Sauble Falls
519-376-3860
(Owen Sound District)

Selkirk
519-426-7650
(Simcoe District)

Serpent Mounds
705-324-6121
(Lindsay District)

Sharbot Lake
613-257-5735
(Carleton Place District)

The Shoals
705-864-1710
(Chapleau District)

Sibbald Point
416-832-2761
(Maple District)

Sibley
807-475-1511
(Thunder Bay District)

Silent Lake
613-332-3940
(Bancroft District)

Silver Lake
613-257-5735
(Carleton Place)

Sioux Narrows
807-468-9841
(Kenora District)

Six Mile Lake
705-728-2900
(Huron District)

Springwater
705-728-2900
(Huron District)

Sturgeon Bay
705-746-4201
(Parry Sound District)

Tidewater
705-336-2987
(Moosonee District)

Trillium Woods Nature Reserve
519-773-9241
(Aylmer)

Turkey Point
519-426-7650
(Simcoe District)

Wakami Lake
705-864-1710
(Chapleau District)

Wasaga Beach
705-728-2900
(Huron District)

Wheatley
519-354-7340
(Chatham District)

White Lake
705-856-2396
(Wawa District)

Windy Lake
705-522-7823
(Sudbury District)

Winisk River
807-854-1030
(Geraldton District)

Woodland Caribou
807-727-2253
(Red Lake District)

PROVINCIAL PARKS AND NATURAL
HERITAGE POLICY BRANCH
PROVINCIAL PARKS COUNCIL
2450 McDougall St.
Windsor N8X 3N6
519-255-6731

MNR 28

The Council is a citizen's advisory committee which advises the Minister of Natural Resources on policy, planning, development and management of Ontario provincial **parks** in relation to changing public needs. The Chairman of the Council, Mr. Lloyd Burrige, may be contacted at the above address. The Coordinator, who is responsible for the Ministry's involvement with the Council, is located at the Provincial Parks and Natural Heritage Policy Branch, ICI House, 90 Sheppard Ave. E., 6th Flr. North York M2N 3A1, 314-1088.

PROVINCIAL PARKS AND NATURAL
HERITAGE POLICY BRANCH
OFFICE OF RECREATIONAL BOATING
90 Sheppard Ave. E., 6th Flr.
North York M2N 3A1
416-314-1089

MNR 29

The Office of Recreational Boating acts as a source of **information** for the general public on all aspects of **recreational** boating, from **safety** courses to boat **licensing** and regulations. The office also serves as a liaison between the government and marina operators, boat and boat equipment manufacturers, boating organizations and organizations teaching boating safety.

The Interministry **Boating Jurisdiction Committee** (IBJC) discusses issues related to recreational boating to determine the potential for provincial involvement.

WILDLIFE POLICY BRANCH
ICI House, 6th Flr.
90 Sheppard Ave. E.
North York M2N 3A1
416-314-1030

MNR 30

The Wildlife Policy Branch is responsible for the management of Ontario's **wildlife** and will strive to ensure adequate protection of healthy ecosystems, rehabilitation of degraded ecosystems, and improve cultural, social, and economic benefits. The branch carries out strategic planning initiatives and policy and program development with respect to ecosystem, habitat, and population management. The branch is developing a Wild Life Strategy and Implementation Plan for the province which will lead the Wildlife Program into the 21st century. Sustainable development, partnerships, information and data management, and transfer of knowledge are essential components of the Wildlife Program, and wildlife is managed in accordance with the Game and Fish Act and the Endangered Species Act.

The Strategic Planning Unit of the branch is responsible for the development of the Wild Life Strategy, coordination of policy development, and environmental scanning.

The Wildlife Policy and Program Development, Populations Section develops policy and programs for management of wildlife species. Staff maintain liaison with other provinces, the federal government, and other countries to manage species of national and international significance.

The Wildlife Policy and Program Development, Habitat, Stewardship, and Captive Wildlife Section develops policy and programs for the management of wetland, forest, and agricultural habitat and the stewardship of private lands to benefit wildlife. Policy development regarding wildlife held in captivity are also the responsibility of this section.

The Wildlife Policy Interpretation and Transfer Section coordinates regulatory and statutory recommendations and is responsible for information and data management, communications, and education and training, including **trapper** and **hunter education**.

The Wildlife Research Section, located in Maple, is responsible for the development of new science, providing scientific advice and interpretation, and providing scientific support to policy development. **Research** efforts focus on wildlife ecology, wildlife health, including parasites and disease, population dynamics, animal behaviour, predators (e.g. **bears**), **deer** and **moose**.

The Eastern Habitat Joint Venture Unit (EHJV) of the branch is responsible for EHJV program development and development of other wetland management programs.

Branch publications, which are available from the Natural Resources Information Centre, Rm. M1-73, Macdonald Block (965-4251) and district offices, include the Wild Life Strategy For Ontario, hunter education and reference manuals, hunting and trapping regulations, wildlife management areas, beaver, deer and moose management, Ontario **turtles**, wolves and coyotes, vegetation management for wildlife, and wildlife posters.

OPERATIONS DIVISION

OPERATIONS INTEGRATION BRANCH

MNR 31

ACCESS ROADS SECTION

Whitney Block, Rm. 6640
99 Wellesley St. W.
Queen's Park, Toronto M7A 1W3
416-314-1961
Fax 416-314-1976

The section's activities involve the construction and maintenance of access **roads** and **bridges** to facilitate management and utilization of the province's natural resources on **Crown lands**. The section is responsible for coordination of the access roads component of various programs, such as the **Canada Ontario Forest Resource Development Agreement** (COFRDA) and **Northern Ontario Resources Transportation Committee** (NORTC). The statute which pertains most to resource access is the **Public Lands Act** (Part II). For information about a specific road, contact the regional and district offices listed under the Ministry's Field Organization entries.

FOREST MANAGEMENT BRANCH

MNR 32

258 Queen St. E.
P. O. Box 1000
Sault Ste. Marie P6A 5N5
705-945-9315

The Forest Management Branch develops policy, sets field program targets, audits field performance and develops standards for **forest** practice in Ontario. The branch also develops **silvicultural** guidelines; conducts development projects; coordinates the **tree** improvement and **seed programs**, the distribution of **nursery** stock for **Crown** and private lands; and coordinates the environmental assessment initiatives within the forest program and

provides forestry technical support to the Timber Class Environmental Assessment hearings.

Specialized services are provided to district offices for **pest control**, nursery **soil** management, municipal **tree** cutting by-laws, assessment of silvicultural work, equipment development, **Woodlands Improvement Act** agreements and special funding programs.

The branch provides leadership, technical and scientific expertise in the areas of tree seed and tree improvement; technology transfer; growth and yield; forest ecology and coordinates the four regional technology development units.

Forest Management Branch works with other ministries to develop integrated forest management policies. The objective is to contribute to the economy through sound environmental practices that recognize a wide range of forest uses and values.

In carrying out branch policy, field offices undertake management activities to ensure the maintenance of healthy forests and forest estates. Management activities include forest regeneration, protection against **fire**, **insects** and **disease**, and improving tree quality growth. The branch also develops new technologies and products for the pest management program.

Programs are available to private landowners to acquire inexpensive tree seedlings; free consultation services relating to the planting, tending, protection, improvement and harvesting of forests, and financial assistance to carry out prescribed treatment under the Woodlands Improvement Act and the Forestry Act. The **Management Forest Tax Rebate Program** provides a 75% reduction in property taxes for eligible private forest owners. **Grants** are available to municipalities to acquire lands to be managed under the Agreement Forest Program.

Field offices provide education on forestry awareness, field days, demonstrations and workshops and participate in community events, such as, speaking to interest groups and educational institutions.

The delivery of Forest Management programs is the responsibility of the district offices. Inquiries should be directed to the nearest district office, listed under this Ministry's Field Organization entries.

**FOREST MANAGEMENT BRANCH
FOREST PLANNING SECRETARIAT**

MNR 33

258 Queen St. E.
P. O. Box 1000
Sault Ste. Marie P6A 5N5
705-945-9315

The Forest Planning Secretariat manages the development and coordination of policy and long term planning in order to ensure sustainable development of provincial forest resources. The Secretariat manages the development of forest program policies, evaluates programs, provides multi-year and annual strategic financial planning and assists with the development and maintenance of Ministry strategic directions.

FOREST PRODUCTS AND MARKETING BRANCH

MNR 34

258 Queen St. E.
P. O. Box 1000
Sault Ste. Marie P6A 5N5
705-945-9315

The Forest Products and Marketing Branch develops policies and priorities for the allocation of **Crown timber** resources to sustain development in the provincial forestry sector. It provides policy advice and support in the areas of forest resource inventory; timber **licensing** and wood allocation; wood measurement and **forest** management planning, and **forest industries** information in order to achieve timber production objectives which are sustainable and compatible with other forest uses. For information, contact the above office or any regional or district office listed under the Field Organization entries.

FIELD ORGANIZATION

MNR 35

Ontario Government Bldg.
435 James St. S.; P. O. Box 5000
Thunder Bay P7C 5G6
807-475-1271
(When in Toronto: Whitney Block, Rm. 6342
416-965-7783)
Fax 807-475-1503

The Ministry of Natural Resources is organized functionally and geographically so that operational decision-making is as close as possible to the program delivery level. For administrative purposes, Ontario is divided into eight regions and 47 districts. The district managers, regional directors and Assistant Deputy Minister of Operations serve the public and local area interests by implementing the Ministry's Land Management, Outdoor Recreation and Forest Resources programs (described separately). These programs cover minerals management, fish and wildlife, forest management, public lands and waters, provincial parks, and fuel and industrial minerals management.

The main thrust of program delivery is in the Ministry's district offices, where management and use of natural resources takes place with consideration for local requirements. District managers and staff prepare local program strategies (e.g. land use planning), and integrate individual resource plans that are consistent with the district strategy. Each district manager is responsible to the appropriate regional director for all activities assigned to the district.

Regional offices are organized into functional units headed by specialists responsible for providing advice and support to the districts. In some instances, such as conservation authorities, engineering and administrative services, the regional office is also the delivery point for Ministry programs.

The principal role of the regional director and staff is to direct and coordinate district activities by establishing regional priorities and allocating appropriate resources; setting program standards, and auditing to ensure that standards are met; developing and overseeing implementation of training programs; and providing specialized advice and support services. In addition, the regional director and staff recommend annual work plans to the Assistant Deputy Minister of Operations, and identify areas where policy is required or needs to be modified.

Program management, coordination of policy, and delivery of services across Northern and Southern Ontario are the responsibility of the Assistant Deputy Minister of Opera-

tions. He conveys the opinions of field staff to the Deputy Minister through his membership on senior management committees.

Regional offices are listed below, followed by the district offices, year round work-centres, fisheries assessment units and nurseries reporting to it. Residents outside an office's local calling area are advised to consult the blue pages of their public telephone directory for the toll-free telephone number.

NORTH CENTRAL REGION

Regional Office

Ontario Government Building
P. O. Box 5000
435 James St. S.
Thunder Bay "F" P7C 5G6
807-475-1221

District Offices

108 Saturn Ave.
Atikokan P0T 1C0
807-597-6971

Box 640
Geraldton P0T 1M0
807-854-1030

Box 970
Nipigon P0T 2J0
807-887-2120

P. O. Box 280
Terrace Bay P0T 2W0
807-825-3205

Ontario Government Building
P. O. Box 5000
435 James St. S.
Thunder Bay "F" P7C 5G6
807-475-1471

Year Round Work Centres

Armstrong Satellite Base
P. O. Box 69
Armstrong P0T 1A0
807-583-2364
(Nipigon District)

Nym Lake Base

Atikokan P0T 1C0
807-597-2734
(Atikokan District)

Macdiarmid Satellite Base

P. O. Box 120
Beardmore P0T 1G0
807-885-5521
(Nipigon District)

Geraldton Fire Centre

P. O. Box 640
Geraldton P0T 1M0
807-854-1600

Manitouwadge

Box 309
Manitouwadge P0T 2C0
807-826-3225
(Terrace Bay District)

Nakina Office

23 Kingsland
Nakina P0T 2H0
807-329-5251
(Geraldton District)

Shebandowan Headquarters

P. O. Box 43
Shebandowan P0T 2T0
807-926-2182
(Thunder Bay District)

Fisheries Research

Productivity Unit
P. O. Box 2089
Spruce River Rd.
Thunder Bay P7B 5E7
807-683-6232

Fisheries Research Walleye Unit
Ontario Government Bldg.
435 James St. S.
Thunder Bay P7C 5G6
807-475-1636

*Centre for Northern Forest
Ecosystem Research Unit*
c/o Lakehead University
955 Oliver Rd.
Thunder Bay P7B 5E1
807-343-4000

Technical Development Unit
R. R. 1
Thunder Bay P7C 4T9
807-939-2501

Regional Fire Centre
1580 W. Arthur St.
Thunder Bay P7C 5G6
807-475-4472

Thunder Bay District Fire Centre
P. O. Box 5000
1580 W. Arthur St.
Thunder Bay P7C 5G6
807-475-8440

Thunder Bay Service Centre
P. O. Box 5000
1580 W. Arthur St.
Thunder Bay P7C 5G6
807-475-4472

Upsala Headquarters
Upsala P0T 2Y0
807-986-2339
(Thunder Bay District)

Fisheries Assessment Unit

Lake Superior
P. O. Box 5000
Thunder Bay P7C 5G6
807-475-1635

Fish Culture Station

Dorion
Dorion P0T 1K0
807-857-2322
(Thunder Bay Region)

Nurseries

Thunder Bay Nursery
Thunder Bay Forest Station
R. R. 1
Thunder Bay P7C 4T9
807-939-2561

NORTHEASTERN REGION

Regional Office
Provincial Government Bldg.
199 Larch St.
Sudbury P3E 5P9
705-675-4120

District Offices

62 Queen St., Box 190
Blind River P0R 1B0
705-356-2234

Box 1340, 148 Fleming St.
Espanola P0P 1C0
705-869-1330

Box 3070, R. R. 3, Hwy. 63
North Bay P1B 8K7
705-474-5550

875 Queen St. E.
Sault Ste. Marie P6A 5L5
705-949-1231

P. O. Box 3500, Station "A"
Sudbury P3A 4S2
705-522-7823

Box 38, Lakeshore Dr.
Temagami P0H 2H0
705-569-3622

Highway 101, Box 1160
Wawa P0S 1K0
705-856-2396

Year Round Work Centres

Kirkwood Office
P. O. Box 310
Thessalon P0R 1L0
705-842-2434
(Blind River District)

Cold Storage Warehouse
P. O. Box 1160, Hwy. 101
Wawa P0S 1K0
705-856-7041

Fisheries Assessment Unit

Nipissing
P. O. Box 3070
North Bay P1B 8K7
705-474-5550
(North Bay District)

Algoma Fisheries Assessment Unit
875 Queen St., E
Sault Ste. Marie P6A 5L5
705-949-1231

Fish Culture Stations

Blue Jay Creek
Box 1340, 148 Fleming St.
Espanola P0P 1C0
705-859-3006

Sandfield
Box 10, R. R. 3
Manitoulin Island P0P 2C0
705-859-3370
(Espanola District)

North Bay
R. R. 1
Redbridge P0H 2A0
705-663-2311
(North Bay District)

Tarentorus
R. R. 5
Sault Ste. Marie P6A 6J8
705-949-1235
(Sault Ste. Marie District)

Co-Operative Unit-Laurentian University
935 Ramsey Lake Rd.
Sudbury P3E 2C6
705-675-1151 Ext. 2291
(Sudbury District)

Nurseries

Kirkwood Nursery
Box 310
Thessalon P0R 1L0
705-842-2345

NORTHERN REGION

Regional Office
Box 3000
140 Fourth Ave.
Cochrane P0L 1C0
705-272-4287

Regional Sub-Office
60 Wilson Ave.
Timmins P4N 2S7
705-360-8200

District Offices

P. O. Box 450
190-192 Cherry St.
Chapleau P0M 1K0
705-864-1710

Box 730
2 Third Ave.
Cochrane P0L 1C0
705-272-4365

P. O. Box 129
Gogama P0M 1W0
705-894-2000

Box 670
631 Front St.
Hearst P0L 1N0
705-362-4346

6-8-10 Government Rd.
Kapuskasing P5N 2W4
705-335-6191

Resident Geologist
4 Government Rd. E.
Kirkland Lake P2N 1A2
705-567-9242

Box 190
Moosonee P0L 1Y0
705-336-2987

Box 129
Swastika P0K 1T0
705-642-3222
(Kirkland Lake District)

896 Riverside Dr.
Timmins P4N 3W2
705-267-7951

Year Round Work Centres

Elk Lake Sub-Office
P. O. Box 100
Elk Lake P0K 1J0
705-678-2241

Englehart Sub-Office
P. O. Box 520
Englehart P0J 1H0
705-544-2331

Hornepayne
P. O. Box 429
Hornepayne P0M 1Z0
807-868-2303
(Hearst District)

Matheson Sub-Office
P. O. Box 609
Matheson P0K 1N0
705-273-2546
(Kirkland Lake District)

Regional Service Centre
R. R. 2
Timmins P4N 7C3
705-268-2600

Fish Culture Station

Hills Lake
R. R. 2
Englehart P0J 1H0
705-544-2834
(Kirkland Lake District)

Nurseries

Chapleau Nursery
190 Cherry St.
P. O. Box 450
Chapleau P0M 1K0
705-864-1710

Gogama Nursery
Gogama P0M 1W0
705-894-2000

Swastika Nursery
P. O. Box 129
Swastika P0K 1T0
705-567-3372

NORTHWESTERN REGION

Regional Office
810 Robertson St.
Box 5160
Kenora P9N 3X9
807-468-2500

District Offices

Box 730
Dryden P8N 2Z4
807-223-3341

922 Scott St.
Fort Frances P9A 1J4
807-274-5337

Box 448
Ignace P0T 1T0
807-934-2233

Box 5080
Kenora P9N 3X9
807-468-2501

Year Round Work Centres

Fire Management Centre
P. O. Box 850
Dryden P8N 2Z5
807-937-4402

Pickle Lake Satellite Base
Pickle Lake P0V 3A0
807-928-2470
(Sioux Lookout District)

Fort Frances Sub-Office
P. O. Box 7
Rainy River P0W 1L0
807-852-3801
(Fort Frances District)

Sioux Lookout Fire Centre
Box 309
Sioux Lookout P0V 2T0
807-737-1140

Fisheries Assessment Unit

Lake of the Woods
808 Robertson St.
P. O. Box 5080
Kenora P9N 3X9
807-468-2501

Nursery

Wabigoon Nursery
P. O. Box 90
Wabigoon P0V 2W0
807-938-6326

ALGONQUIN REGION

Regional Office
Box 9000
Brendale Square
Huntsville P0A 1K0
705-789-9611

Leslie M. Frost
Natural Resources Centre
Dorset P0A 1E0
705-766-2451

Construction Depot Huntsville
Box 9000
Huntsville P0A 1K0
705-789-9611

District Offices

Box 500
Bancroft K0L 1C0
613-332-3940
(Bancroft District)

Box 1138
Bracebridge P1L 1V3
705-645-8747
(Bracebridge District)

General Delivery
Minden K0M 2K0
705-286-1521
(Minden District)

7 Bay St.
Parry Sound P2A 1S4
705-746-4201
(Parry Sound District)

Riverside Dr., Box 220
Pembroke K8A 6X4
613-732-3661
(Pembroke District)

Box 219
Whitney K0J 2M0
613-637-2780
(Algonquin Park District)

Year Round Work Centres

Portage Lake
Site 5, Box 4, R. R. 1
Britt P0G 1A0
705-383-2303
(Parry Sound District)

Dacre
Dacre K0J 1N0
613-649-2418
(Pembroke District)

Palmer Rapids
Palmer Rapids K0J 2E0
 613-758-2020
 (Pembroke District)

Parry Sound
 7 Bay St.
Parry Sound P2A 1S4
 705-746-4201
 (Parry Sound District)

Algonquin Park Museum
 Box 219
Whitney K0J 2M0
 705-633-5592
 (Algonquin Park District)

Fisheries Assessment Units

Haliburton-Hastings
 Box 500
Bancroft K0L 1C0
 613-332-3940

Algonquin
 P. O. Box 219
Whitney K0J 2M0
 613-637-2780
 (Algonquin Park District)

Fish Culture Stations

Pembroke
 Laurentian Dr.
Petawawa K8H 2Z1
 613-687-5935
 (Pembroke District)

CENTRAL REGION

Regional Office
 50 Bloomington Rd.
Aurora L4G 3G8
 416-727-2400

District Offices

Box 2186, Beaverdale Rd.
Cambridge N3C 2W1
 519-658-9355
 (Cambridge District)

Hwy. 20 W., Box 1070
Fonthill L0S 1E0
 416-892-2656
 (Niagara District)

Ontario Government Bldg.
 322 Kent St. W.
Lindsay K9V 4T7
 705-324-6121
 (Lindsay District)

10401 Dufferin St.
 P. O. Box 7400
Maple L6A 1S9
 416-832-2761
 (Maple District)

Midhurst L0L 1X0
 705-728-2900
 (Huron District)

Year Round Work Centres

Earl Rowe Provincial Park
 Box 966
Alliston L0M 1A0
 705-435-4331
 (Huron District)
 (Camping & day use
 Seasonal Conservation Officer
 Headquarters year round)

Bronte Creek Provincial Park
 1219 Burloak Dr., R. R. 2
Burlington L7R 3X5
 416-335-0023
 (Cambridge District)
 (Day use facilities)

Ganaraska Forest
 R. R. 1
Campbellcroft L0A 1B0
 416-797-2959
 (Lindsay District)

Copeland Forest Resource Management Unit
 c/o Springwater Provincial Park
Midhurst L0L 1X0
 705-728-7393
 (Huron District)

*Springwater Provincial Park/
Wildlife Compound*
Midhurst L0L 1X0
705-728-7393
(Huron District)
(Day use Facilities)

Tiny/Wye Marsh
Wildlife Areas, Box 613
Midland L4R 4L3
705-322-2200
(Huron District)

Bass Lake Provincial Park
P. O. Box 2178
Orillia L3V 6S1
705-326-7054
(Huron District)
(Camping & day use
Seasonal Conservation Officer
Headquarters year round)

York Regional Forest Headquarters
R. R. 3
Stouffville L4A 7X4
416-473-2160
(Maple District)

Wasaga Beach Provincial Park
P. O. Box 183
Wasaga Beach L0L 2P0
705-429-2516
(Huron District)
(Day use Facilities)

Fisheries Assessment Units

Kawartha
322 Kent St. W.
Lindsay K9V 2Z9
705-324-6121
(Lindsay District)

Lake Ontario
R. R. 4
Picton K0K 2J0
613-476-2400

Lake Simcoe
Sibbald's Point Provincial Park
R. R. 2
Sutton West L0E 1R0
416-722-5512
(Maple District)

Fish Culture Station

Harwood
Box 79
Harwood K0K 2N0
416-342-2860
(Lindsay District)

Deer Lake
R. R. 1
Havelock K0L 1Z0
705-778-3391
(Lindsay District)

Ringwood
R. R. 2
Stouffville L4A 7X3
416-640-6204
(Maple District)

Nurseries

Ontario Tree Seed Plant
P. O. Box 70
Angus L0M 1B0
705-424-5311

Midhurst Nursery
Midhurst L0L 1X0
705-728-2900

Orono Nursery
P. O. Box 119
Orono L0B 1M0
416-983-9147

EASTERN REGION

Regional Office
Provincial Government Bldg.
Concession Rd.
Kemptville K0G 1J0
613-258-8215

District Offices

P. O. Box 605
Oxford Avenue
Brockville K6V 5V8
613-342-8524
(Brockville District)

10 Findlay Ave.
Carleton Place K7C 3Z6
613-257-5735
(Carleton Place District)

113 Amelia St.
Box 1749
Cornwall K6H 5V7
613-933-1774
(Cornwall District)

1 Richmond Blvd.
Napanee K7R 3S3
613-354-2173
(Napanee District)

23 Spring St.
P. O. Box 70
Tweed K0K 3J0
613-478-2330
(Tweed District)

Year Round Work Centres

Larose Forest Headquarters
P. O. Box 10
Bourget K0A 1E0
613-487-2100
(Cornwall District)

Limerick Forest Headquarters
R. R. 2
Oxford Station K0G 1T0
613-258-3151
(Brockville District)

Glenora Research Station
R. R. 4
Picton K0K 2T0
613-476-2400
(Napanee District)

White Lake

R. R. 2
Sharbot Lake K0H 2P0
613-335-2115
(Tweed District)

Tweed Warehouse and Fire Complex
Hungerford Rd.
Tweed K0K 3J0
613-478-2330
(Tweed District)

Fish Culture Stations

R. R. 2
Codrington K0K 1R0
613-475-2512
(Napanee District)

Nurseries

G. Howard Ferguson
R. R. 4
Kemptville K0G 1J0
613-258-8355

SOUTHWESTERN REGION

Regional Office
659 Exeter Rd.
P. O. Box 5463
London N6A 4L6
519-661-2800

District Offices

353 Talbot St. W., Box 940
Aylmer N5H 2S8
519-773-9241
(Aylmer District)

1023 Richmond St. W.
Chatham N7M 5L8
519-354-7340
(Chatham District)

611-9th Ave. E.
Owen Sound N4K 3E4
519-376-3860
(Owen Sound District)

548 Queensway W.
P. O. Box 706
Simcoe N3Y 4T2
519-426-7650
(Simcoe District)

R. R. 5
Wingham N0G 2W0
519-357-3131
(Wingham District)

Year Round Work Centres

Hullett Wildlife Management Area
R. R. 4
Clinton N0M 1L0
519-482-7011
(Wingham District)

Kilworth Division Office
R. R. 3
London N6A 4B7
519-472-0820
(Aylmer District)

Petroleum Resources Laboratory
659 Exeter Rd.
P. O. Box 5463
London N6A 4L6
519-661-2812

Petrolia Detachment Office
P. O. Box 1379
360 Centre St.
Petrolia N0N 1R0
519-882-0502
(Chatham District)

*Lake Erie Assessment
Sub Station*
Box 429
Port Dover N0A 1N0
519-583-0981
(Simcoe District)

Fisheries Research Station
R. R. 2
Wheatley N0P 2P0
519-825-4171
(Chatham District)

Wheatley Law Enforcement
R. R. 2
Wheatley N0P 2P0
519-825-7120

Fish Culture Stations

Chatsworth
R. R. 2
Chatsworth N0H 1G0
519-794-2340
(Owen Sound District)

Normandale
R. R. 1
Vittoria N0E 1W0
519-426-3142
(Simcoe District)

Fisheries Assessment Units

Lake Huron
611 Ninth Ave. E.
Owen Sound N4K 3E4
519-376-6531
(Owen Sound District)

Lake St. Clair
R. R. 2
Tilbury N0P 2L0
519-682-1152
(Chatham District)

Lake Erie
R. R. 2
Wheatley NOP 2P0
519-825-4623
(Chatham District)

Nurseries

St. Williams Nursery
R. R. 1
St. Williams N0E 1P0
519-586-3576

AVIATION AND FIRE MANAGEMENT CENTRE

MNR 36

747 Queen St. E., P. O. Box 310
 Sault Ste. Marie P6A 5L8
 705-942-1800

The Centre coordinates the operation and maintenance of the provincial fleet of **aircraft** for **forest fire** suppression, resources management, aerial **surveys**, aerial **photography**, mercy flights, search and rescue missions, and transportation. It also has a flight operations office in Malton (P. O. Box 189, Mississauga L4T 3B6, 416-678-1173). Fire management planning is organized by the Centre. In company with the regions, it coordinates provincial fire management operations, **research** and development of forest fire equipment and systems, forest fire fighter training, and a provincial fire prevention program. The Centre also establishes interprovincial and international agreements; cooperates with municipalities, railway and forest industries on forest fire prevention and control. Each regional office has an aviation and fire management program manager working in conjunction with the Centre.

AGENCIES

For background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some agencies of the Ministry of Natural Resources are listed below. Contact the Financial Resources Branch for unlisted agencies. Conservation Authorities are listed under the Conservation Authorities and Water Management Branch entry.

ALGONQUIN FORESTRY AUTHORITY

MNR 37

222 Main St. W.
 P. O. Box 1198
 Huntsville P0A 1K0
 705-789-9647

The Algonquin Forestry Authority is a Crown corporation responsible for maintaining an integrated resource management approach within Algonquin Provincial Park. The Authority has been assigned the task of ensuring the viability of the local **forest** industry by managing and upgrading the quality of the forest and effectively utilizing its range of products. Maintaining a forest cover which satisfies the requirements of regeneration, aesthetics and preservation of diverse vegetation types is also the Authority's responsibility. It preserves and protects the recreational values, fish and wildlife habitat, soil and water resources within the park.

The Authority has an office in Pembroke, listed below.

Algonquin Forestry Authority
 Manager of Operations
 84-6 Isabella St.
Pembroke K8A 5S5
 613-735-0173

MINING AND LANDS COMMISSIONER

MNR 38

Box 330, 24th Flr.

700 Bay St.

Toronto M5G 1Z6

416-314-2320

Fax 416-314-2327

The office of the Mining and Lands Commissioner is an independent administrative tribunal responsible for hearing and deciding appeals under legislation administered by the Ministries of Natural Resources and Northern Development and Mines including the **Mining Act**, the **Conservation Authorities Act**, the **Aggregate Resources Act**, and others.

ACTS

ACTS

MNR 39

The Ministry of Natural Resources is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's legal services or communications branch.

Aggregate Resources Act, 1989

Algonquin Forestry Authority Act

Algonquin Provincial Park Extension Act, 1960-61

An Act to Confirm the Title of the Government of Canada to

Certain Lands and Indian Lands, 1915

An Act for the Settlement of Certain Questions Between
the Governments of Canada and Ontario

Respecting Indian Reserve Lands, 1891

Arboreal Emblem Act, 1984

Beach Protection Act

Beds of Navigable Waters Act

Boating Restriction Regulations

Canada Company's Lands Act, 1922

Conservation Authorities Act

Conservation Land Act, 1988

Crown Timber Act

Endangered Species Act

Fish Inspection Act

Fisheries Act (Canada-Ontario Fishery Regulations)

Fisheries Industrial Development Act

Fisheries Loans Act

Forest Fires Prevention Act

Forest Tree Pest Control Act

Forestry Act

Freshwater Fish Marketing Act (Ontario)

Game and Fish Act

Gananoque Lands Act, 1961-62

Gas and Oil Leases Act

Indian Lands Act 1924

Industrial and Mining Lands Compensation Act

Lac Seul Conservation Act, 1928

Lake of the Woods Control Board Act, 1922

Lakes and Rivers Improvement Act

Manitoba-Ontario Lake St. Joseph Diversion
Agreement Authorization Act, 1958
Migratory Birds Convention Act (Canada)—Ontario Regulations
Mineral Emblem Act
Ministry of Natural Resources Act
National Radio Observatory Act, 1962-63
North Georgian Bay Recreational Reserve Act, 1962-63
Ontario Geographic Names Board Act
Ontario Harbours Agreement Act, 1962-63
Ottawa River Water Powers Act, 1943
Petroleum Resources Act
Provincial Parks Act
Public Lands Act
Seine River Diversion Act, 1952
Settlers' Pulpwood Protection Act
Spruce Pulpwood Exportation Act
Steep Rock Iron Ore Development Act, 1949
Surveyors Act
Surveys Act
Trees Act
Wild Rice Harvesting Act
Wilderness Areas Act
Wolf Damage to Livestock Compensation Act
Woodlands Improvement Act
Woodmen's Employment Act
Woodmen's Lien for Wages Act

MINISTRY OF NORTHERN DEVELOPMENT AND MINES

159 Cedar St.

Sudbury P3E 6A5

The Ministry of Northern Development and Mines was established in November, 1985 from the former Ministry of Northern Affairs and the Division of Mines and Minerals (except aggregates), which was transferred from the Ministry of Natural Resources.

The Ministry's primary mandate is two-fold: to meet the special needs of Northern Ontario by encouraging its economic and social development and coordinating other ministries' northern policies and programs; and to promote and regulate the development and use of the province's mineral resources.

The Ministry consists of three divisions: the Corporate Services Division, the Northern Development and Transportation Division and the Mines and Minerals Division.

A network of Northern Development Offices, located in some 28 communities throughout Northern Ontario, provides information and assistance to individuals dealing with provincial government ministries, and works with local people, communities, and other government agencies to identify, develop and initiate a wide variety of local social and economic development projects.

Three regional offices of the Mines and Minerals Division administer a network of 15 Resident Geologist offices, seven Drill Core Libraries, nine Mining Recorder offices and the Temiskaming Testing Laboratory.

Two Agencies report to the Ministry of Northern Development and Mines: the Northern Ontario Heritage Fund Corporation is a \$360 million government initiative with a mandate to assist small businesses, single-industry communities, new technology and special projects; the Ontario Northland Transportation Commission is a development agency which operates rail, bus, air and marine service in Northern Ontario.

CORPORATE SERVICES DIVISION

MINISTRY RELOCATION PROJECT

NDM 1

10 Wellesley St. E., 9th Flr.

Toronto M4Y 1G2

416-965-1669

On July 30, 1986, the Premier announced the relocation of the Ministry of Northern Development and Mines to Sudbury; subsequently the Ministry Relocation Project was established.

It is responsible for planning and implementing all aspects of the project, including design and construction of new facilities, staff information and **counselling**, and the physical transfer of staff and offices.

LEGAL SERVICES

NDM 2

10 Wellesley St. E., 9th Flr.

Toronto M4Y 1G2

416-963-3272

This office provides legal services to the Ministry of Northern Development and Mines, and is responsible to the Ministry of the Attorney General.

CORPORATE PLANNING SECRETARIAT

NDM 3

159 Cedar St., 7th Flr.
Sudbury P3E 6A5
705-670-7042

The Secretariat provides corporate policy advice to the Minister and Deputy Minister of Northern Development and Mines. Responsibilities include coordinating the Ministry's policy development and corporate planning processes; Northern Native issues; designing and managing the strategic, program and operational planning processes; and maintaining liaison between the Ministry, central agencies and other levels of government.

HUMAN RESOURCES BRANCH

NDM 4

159 Cedar St., 5th Flr.
Sudbury P3E 6A5
705-670-7197

The Human Resources Branch performs **personnel** functions for the Ministry in the areas of staff relations, classification, pay administration, **employee** benefits, staffing, occupational health and **safety**, employee counselling, **employment equity**, youth employment, training and development, planning and policy.

COMMUNICATIONS SERVICES BRANCH

NDM 5

159 Cedar St., 6th Flr.
Sudbury P3E 6A5
705-670-7107

The Communications Services Branch informs the public, client groups and the news media about the Ministry's activities; establishes communications policy for the Ministry; advises other branches on communications issues; and provides support to the Minister of Northern Development, the Minister of Mines and the Deputy Minister. Activities include: media liaison, answering public inquiries, advertising, and producing and distributing publications, news releases, audio-visual materials and library service. The branch is also responsible for such undertakings as **Ontario North Now** at Ontario Place, and Ministry participation in the Sportsmen and Ski shows held in Toronto each year. An information officer is also located in Thunder Bay.

FINANCIAL SERVICES BRANCH

NDM 6

159 Cedar St., 5th Flr.
Sudbury P3E 6A5
705-670-7180

The branch provides financial planning, control and accounting services to the Ministry. This involves developing annual expenditure plans for all Ministry programs and activities, followed by in-year monitoring and control of project approvals and expenditures against approved budgets. Accounting services include payroll, accounts payable, grants payable, accounts receivable and employee expenses control. The branch also provides financial advisory services to program administrators and liaises with central agencies, other ministries and the Provincial Auditor on financial matters.

AUDIT SERVICES

NDM 7

159 Cedar St., 4th Flr.
Sudbury P3E 6A5
705-670-7297

Audit Services performs internal audit functions, such as reviewing and appraising the Ministry's financial and management control systems, and ascertaining compliance with Ministry and government policies and procedures.

INFORMATION TECHNOLOGY AND OFFICE SERVICES BRANCH

NDM 8

Information Technology Section
159 Cedar St., 6th Flr.
Sudbury P3E 6A5
705-670-7095

Administrative Services Section
159 Cedar St., 3rd Flr.
Sudbury P3E 6A5
705-670-7340

Toronto Support Unit
10 Wellesley St. E., 8th Flr.
Toronto M4Y 1G2
416-965-1417

The Administrative Services Section of the branch is responsible for corporate leadership and training in the areas of **records management**, general services, purchasing services, facilities management and various office services.

The Information Technology Section directs and controls the implementation of information **technology** throughout the Ministry to ensure effective utilization.

The Toronto Support Unit provides administrative services to the Minister's and Deputy Minister's offices in Toronto.

FRENCH LANGUAGE SERVICES

NDM 9

159 Cedar St., 7th Flr.
Sudbury P3E 6A5
705-670-7020

This office coordinates implementation of the government's French Language Services Act, with the Ministry and its agencies.

It serves as a link between the francophone community and the Ministry. The office of the coordinator also advises the Ministry on ways to meet the needs of the francophone community.

NORTHERN DEVELOPMENT AND TRANSPORTATION DIVISION

NORTHERN DEVELOPMENT OFFICES

NDM 10

The Northern Development Offices are a network of 28 "storefront" offices, each staffed by a Northern Development Officer and a Client Services Adviser, located in communities throughout Northern Ontario. These personnel make regular visits to approximately 40

satellite communities, act as contact points for government and attempt to solve problems for people removed from service points. In many cases, their task is to function as coordinators; in others, it is to point the client to the appropriate government contact. Responsibilities include serving as an official agent for other ministries' programs and as the central reference point for federal, provincial and municipal departments, ministries, or agencies. Northern Development Officers and Client Services Advisers are commissioners for taking affidavits.

Northern Development Offices work with both incorporated and unincorporated communities in the development and management of Ministry projects. They also assist unincorporated communities (communities with no municipal government under the Municipal Act), in establishing **Local Services Boards**. These boards are legally appointed and unique to Northern Ontario. Community members are elected yearly to a three to five person board, which can provide basic services such as water supply, fire protection, sewage disposal, street lighting, garbage collection and recreation.

The Northern Development Offices administer the **Supplementary Northern Assistance Program (SNAP)** and the **Northern Ontario Training Opportunities Program (NORTOP)**.

The nearest Northern Development Officer can be reached at the offices listed below and from outlying communities through Northern Ontario by dialing the operator and asking for Zenith 33160.

**NORTHERN DEVELOPMENT
OFFICERS
NORTHEASTERN ONTARIO**

Highway 17 Corridor

Blind River Shopping Centre
13 Lawton St., Hwy. 17
Box 760
Blind River P0R 1B0
705-356-2226

31 Birch St. E.
Chapleau P0M 1K0
705-864-1515

126 Ontario Ave.
Elliot Lake P5A 1Y2
705-848-7133

Espanola Mall
Hwy. 6 S.
P. O. Box 636
Espanola P0P 1C0
705-869-1532

King & Young Sts.
P. O. Box 128
Mindemoya P0P 1S0
705-377-5396

Main St.
P. O. Box 307
Moosonee P0L 1Y0
705-336-2991
(Cree language spoken)

70 Church St.
Parry Sound P2A 1Y9
705-746-4296

191 Main St.
P. O. Box 1930
Sturgeon Falls P0H 2G0
705-753-2900

Highway 11 Corridor

161 Sixth Ave.
P. O. Box 668
Cochrane P0L 1C0
705-272-4274

904 George St.
P. O. Box 1688
Hearst P0L 1N0
705-362-4358

260 Main St.
P. O. Box 460
Iroquois Falls "A" P0K 1G0
705-232-4001

Model City Mall
Kapuskasing P5N 2E9
705-335-6008

32 Prospect Ave.
P. O. Box 100
Kirkland Lake P2N 3M6
705-567-3291

310 Whitewood Ave.
P. O. Box 68
New Liskeard P0J 1P0
705-647-7391

267 Main St. W.
North Bay P1B 2T8
705-472-3911

27 Gold St.
Wawa P0S 1K0
705-856-2354

NORTHWESTERN ONTARIO

123 Marks St.
P. O. Box 940
Atikokan P0T 1C0
807-597-2701

34A King St.
Dryden P8N 1B3
807-223-5231

529 Mowat Ave.
Fort Frances P9A 1Z1
807-274-5329

305 Main St.
P. O. Box 69
Geraldton P0T 1M0
807-854-0266

100 Main St.
P. O. Box 196
Ignace P0T 1T0
807-934-2260

12 Main St. S.
P. O. Box 5050
Kenora P9N 3X9
807-468-2803

Peninsula Bldg.
P. O. Box 280
Marathon P0T 2E0
807-229-1153

66 Front St.
Nipigon P0T 2J0
807-887-3230
(Tues/Wed/Thurs only)

408 Atwood Ave.
P. O. Box 430
Rainy River P0W 1L0
807-852-3287

242 Howey St.
P. O. Box 950
Red Lake P0V 2M0
807-727-2870

42 King St.
P. O. Box 147
Sioux Lookout P0V 2T0
807-737-1318

428 E. Victoria Ave.
Thunder Bay P7C 1A5
807-475-1425

REGIONAL AND COMMUNITY DEVELOPMENT

NDM 11

Regional and Community Development offices are located in Sault Ste. Marie, Sudbury, Thunder Bay, Timmins and Kenora (addresses listed below). These offices work with northern communities and other government agencies in planning development strategies to improve conditions and respond to local and regional needs throughout **Northern Ontario**. The Northeast region operates a regional office in Sault Ste. Marie and area offices in Timmins for the Highway 11 corridor and Sudbury for the Highway 17 corridor.

The Northwest region operates a regional office in Thunder Bay and an area office in Kenora. Operationally, there are three main areas of interest: Northern **economic** development, Northern **transportation** development and Northern **community** services development.

Regional economic development is stimulated through research, strengthening of industrial activity, promotion of tourism and expansion of agriculture. Funds are also made available to encourage resource development. Scientific studies, experimental hydro-electric and solar heating projects, and alternative or novel energy recovery programs are undertaken.

Community activities include **financial assistance** for construction of water mains and sewage systems, and enhancement of tourism infrastructure. Special assistance is provided for communities undergoing severe economic dislocation or unusually rapid growth. Through the Regional and Community Development offices, the Ministry also implements the **Northern Community Economic Development Program**, offering financial assistance for studies and seminars, publication of promotional materials, and professional staff support for the investigation of new local economic development opportunities. The program provides financial assistance to mid-sized municipalities for the establishment and operation of **Municipal Economic Development Agencies (MEDA)**. In addition, the Ministry implements the **Unincorporated Communities Capital Assistance Program (UCCAP)**, and the **Small Communities Improvement Program (SCIP)**.

The **Northern Roads Program** establishes priorities and provides capital funding to the Ministry of Transportation for ongoing rehabilitation and selective expansion and improvement of the northern highway system. Construction of new roads to facilitate economic development is funded through the **Northern Priority Roads Program**. The **Northern Ontario Resources Transportation Committee (NORTC)** assists the private sector in providing access for resource-based enterprises, and develops Ontario's winter road and trail program to access remote Northern Indian settlements. Capital funding is provided to the Ministry of Natural Resources through the **Resource Access Roads Program** to construct forest access roads. The **Municipal Roads Program** provides funding to municipalities for the construction of local roads. The **Remote Airport Program** sets priorities and offers full funding to the Ministry of Transportation for capital construction and upgrading of airports for Native communities lacking all-weather road access. The **Community Airport Program** furnishes capital funding to assist Northern communities with the development of municipal airports. Northern rail, ferry and air services are provided by the Ministry of Northern Development and Mines through its agent, the Ontario Northland Transportation Commission.

The Ministry contributes funds for a broad range of social and **health** services, such as capital assistance for medical and dental clinics, and **bursaries** for medical and **dental** students, **physiotherapists** and **speech pathologists**.

The Ministry of Northern Development and Mines takes a keen interest in improving the quality of life and, therefore, promotes the arts and undertakes cultural initiatives through the **Supplementary Northern Assistance Program**.

Northeastern Regional Office
421 Bay St., Ste. 301
Sault Ste. Marie P6A 1X3
705-942-0100

Northeastern Regional Office
Sudbury Area Office
Highway 17 Corridor
159 Cedar St., 2nd Flr.
Sudbury P3E 6A5
705-670-7312

*Northeastern Regional
Timmins Area Office*
Highway 11 Corridor
54 Wilson Ave.,
Timmins, P4N 2S5
705-267-1401

Northwestern Regional Office
435 James St. S.
P. O. Box 5000
Thunder Bay P7E 6E3
807-475-1585

*Northwestern Region
Kenora Area Office*
12 Main St. S.
Kenora P9N 3X9
807-468-2800

POLICY AND PROGRAM DEVELOPMENT BRANCH

NDM 12

159 Cedar St., 5th Flr.
Sudbury P3E 6A5
705-670-7151

The branch provides a policy and program development, evaluation and advisory service to the Northern Development and Transportation Division. Other activities include: managing the division's planning processes; researching and maintaining its information base; and providing in-depth analysis and advice on regional and community economic and social development opportunities, issues and concerns.

MINES AND MINERALS DIVISION

MINERAL DEVELOPMENT AND LANDS BRANCH

NDM 13

159 Cedar St., 4th Flr.
Sudbury P3E 6A5
705-670-7250

This branch develops policy, standards, guidelines, and legislation to maintain an optimum level of **mineral** production in Ontario. Market analysis, transportation studies, processing and exploration developments, and national and international trade considerations are part of the broad spectrum of research carried out on **metallic**, non-metallic, industrial and mineable fuel minerals. The **statistics** group conducts an annual census of all mineral operations in Ontario, including development, mining, milling and smelting for economic analysis and for use by the public.

MINING LANDS SECTION

NDM 14

159 Cedar St., 4th Flr.
Sudbury P3E 6A5
705-670-7264

The Mining Lands Section is responsible for coordinating the Provincial Mining Lands Program, and developing policy and legislation regarding **mineral** rights on **Crown lands**. Through the **Mining Act**, this section ensures that mineral rights are acquired and maintained in an orderly and equitable manner, so that the economic and social benefits of mineral production may continue to accrue to Ontario residents. Initial mineral rights are acquired through **claim staking** or the granting of special **Exploratory Licences of Occupation**. Once specified amounts of exploration or development work have been completed, **leases** are granted; following substantial production, applications for **patents** may be submitted.

Nine Mining Divisions, each administered by a Mining Recorder, coordinate field delivery of the program. The Mining Recorder maintains a register of recorded **mining** claims, assessment work, and information related to mineral rights, and provides a hearings process for disputes regarding mining claims. The Toronto office assesses technical submissions for credit toward maintaining claims in good standing.

The Mining Recorders are located at the Mining Division offices listed under the Field Organization entry.

ONTARIO GEOLOGICAL SURVEY

NDM 15

77 Grenville St., 11th Flr.

Toronto M7A 1W4

416-965-0190

Fax 416-963-3278

The Ontario Geological Survey provides Geoscience information on provincial **geology** and **mineral** resources to encourage exploration, provides a basis for **land-use planning**, and aids development of mineral resource policies. Activities include: geological, geophysical, and geochemical **surveys**; mineral deposit studies; geochronology studies; development of new exploration techniques; and presentation of classes and lectures on minerals and **rocks**. The Geoscience Laboratories (965-1337) provide identification, chemical analyses, and assays of mineral, rock and ore samples. The branch administers the Ontario **Geoscience Research Grants Program** (965-1546) to aid applied geoscience **research** at Ontario universities.

Geoscience Information Services provides research facilities for Ministry staff, the **mining** industry, and the general public. The **library** (965-1352) contains publications on geology mining and mineral resources. Its holdings include: reports of the Ontario Geological Survey from 1891, the Geological Survey of Canada from 1845, other provincial geological surveys, the U.S. Geological Survey and some U.S. States; reports and maps for Precambrian regions of the world; selected texts on geochemistry, geophysics, engineering geology, mineral economics and related topics. Special indexes, bibliographies and abstracts enable users to access the collection. The library subscribes to over 400 journals and newspapers, and a large collection of geological and aeromagnetic **maps** covering Ontario. Photocopies are provided at a nominal charge. The Assessment Files Office maintains files and computer-based geoscience, mineral deposit and rock chemical databases. The Geoscience Information Office (965-0190) answers general queries from the public, supplies brochures and pamphlets on the geology and mineral resources of Ontario, and maintains the mailing list of OGS **publications**.

MINERAL DEVELOPMENT AND REHABILITATION BRANCH

NDM 16

159 Cedar St., 4th Flr.

Sudbury P3E 6A5

705-670-7250

Fax 705-670-7378

This branch assists organizations and companies in environmentally sound development of Ontario's mineral resources.

The branch has four specific goals: assuring reasonable access by the industry to mineral lands to sustain economic development; ensuring that if the industry expends resources they can be assured of the mineral extraction rights; increasing public awareness and support of the mining industry; and educating the mining industry in designing and operating

environmentally sound closure to ensure that the extraction of minerals does not produce any long term negative impact on the environment.

FIELD ORGANIZATION

NDM 17

Three Regional Offices ensure that mines and minerals services are readily available throughout the province. A network of field offices includes Mining Recorders, Resident Geologists, Drill Core Libraries, Mining Development Coordinators and Regional Minerals Specialists.

Field offices provide local consultative services relating to mineral resources to government, industry and the public. Resident Geologist Offices maintain a library and offer information on the geology and mineral deposits of their district. Mining Recorders administer the regulations of the Mining Act and serve those seeking information about the status of mineral lands. There are 16 geological field offices and nine mining recorder offices that report to the Ministry of Northern Development and Mines.

Northwestern Regional Office

12 Main St. S.
P. O. Box 5050
Kenora P9N 3X9
807-468-2800

808 Robertson St.
Box 5200
Kenora P9N 3X9
807-468-2810 Mining Recorder
807-468-2813
(Resident Geologist, Drill Core Library)

Ontario Government Bldg.
Box 324
Red Lake P0V 2M0
807-727-3284 Mining Recorder
807-727-3272 Resident Geologist

Court House Bldg.
Box 3000
Sioux Lookout P0V 2T0
807-737-2034 Mining Recorder
807-737-2039 Resident Geologist

435 James St. S.
Box 5000
Thunder Bay P7C 5G6
807-475-1311 Mining Recorder
807-475-1331
(Resident Geologist, Drill Core Library)

Northeastern Regional Office

60 Wilson Ave.
Timmins P4N 2S7
705-360-8300
(Regional Director, Mining Recorder, Resident Geologist)

Box 230
Presley St.
Cobalt P0J 1C0
705-679-8558 Resident Geologist
705-679-8313
(Temiskaming Testing Laboratory)

Box 40
7 Elizabeth Walk
Elliot Lake P5A 2J6
705-848-1682
Fax 705-848-7399

4 Government Rd. E.
Kirkland Lake P2N 1A2
705-567-9242 Mining Recorder
705-567-5242 Resident Geologist

Junction Hwy. 66 & 112
705-642-3222 Drill Core Library

875 Queen St. E.
Box 130
Sault Ste. Marie P6A 5L5
705-949-1231
(Mining Recorder, Resident Geologist)

Church St.
Sault Ste. Marie P6A 3H3
 705-949-1231 Drill Core Library

159 Cedar St., 2nd Flr.
Sudbury P3E 6A5
 2705-670-7327
 (Mining Recorder, Resident Geologist)

896 Riverside Dr.
Timmins P4N 3W2
 705-360-8370 Drill Core Library

Helen Mine Road
 Box 530
Wawa P0S 1K0
 705-856-4883 Resident Geologist

Southern Regional Office
 10 Wellesley St. E., 1st Flr.
Toronto M4Y 1G2
 416-965-3611
 416-965-1322 Mining Recorder
 Fax 416-963-0257

Box 3000, Hwy. 28
Bancroft K0L 1C0
 613-332-4875
 Fax 613-332-1800
 (Drill Core Library, Regional Minerals Specialist)

Box 190
Dorset P0A 1E0
 705-766-2494 Resident Geologist
 Fax 705-766-9976

Box 5463
 659 Exeter Rd.
London N6A 4L6
 519-661-2774 Resident Geologist
 Fax 519-661-2819

Old Troy Rd.
 Bag Service 43
Tweed K0K 3J0
 613-478-3161
 Fax 613-478-2873
 (Resident Geologist, Drill Core Library)

AGENCIES

For background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). The two agencies of the Ministry of Northern Development and Mines are listed below.

ONTARIO NORTHLAND TRANSPORTATION COMMISSION

NDM 18

555 Oak St. E.
 North Bay P1B 8L3
 705-472-4500

The Ministry of Northern Development and Mines provides **rail, bus, ferry, air and telecommunications** services to **Northern Ontario** through the Ontario Northland Transportation Commission (ONTC).

Land **transportation** services consist of rail, bus and highway transport. Rail passenger services include the **Polar Bear Express** between Cochrane and Moosonee, the **Northlander** between North Bay and Cochrane with connector bus service to Timmins and Hearst, and a mixed passenger-freight train between Cochrane and Moosonee. Bus services are regularly scheduled between North Bay, Hearst, Sudbury, Timmins and other locations throughout Northeastern Ontario. Bus charter and tour services can also be arranged.

Rail **freight** services are provided between North Bay and other points in Northeastern Ontario. Highway freight and express services are the responsibility of the Ontario Northland Transportation Commission, with eight terminals located at North Bay, New Liskeard, Kirkland Lake, Iroquois Falls, Timmins, Cochrane, Kapuskasing and Hearst.

The Commission operates the provincially owned airline, **norOntair**, which serves 23 communities and acts as a feeder for Air Canada and Canadian Airlines International and their connector carriers in northeast and northwest Ontario. Air Canada provides reservation services for **norOntair**.

A passenger, car and truck ferry, the **M.S. Chi-Cheemaun**, is operated by the Owen Sound Transportation Company, a subsidiary of the ONTC, between Tobermory on the Bruce Peninsula and South Baymouth on Manitoulin Island from May through October. A second ferry the **M.S. Nindawayma** was added in 1989 to complement the service. The Marine Services Department of the ONTC operates the **Chief Commanda**, a cruise **boat**, on Lake Nipissing from spring until fall, and manages a freight and passenger service between Moosonee and Moose Factory Island during the same period.

The ONTC provides the following telecommunications services in Northeastern Ontario including long-distance telephone service, private line voice and data, Datapac, teletype, radio and television transmission, mobile radio, data communication equipment sales and lease and local exchange telephone service. Through the telecommunications division, the ONTC is also the IBM authorized agent for Northeastern Ontario and a value added reseller of laptop computers and facsimiles.

A further activity of the Commission is the operation of a goose **hunting** camp for six weeks each fall, east of Moosonee on the Harricanaw River.

Toronto Passenger Sales Office
Union Station
65 Front St. W.
Toronto M5J 1E6
416-965-4268

Toronto Freight Marketing Office
Union Station
65 Front St. W.
Toronto M5J 1E6
416-965-6388

Star Transfer Limited
720 Pine St. S.
P. O. Box 740
Timmins P4N 7G6
705-264-2221

Owen Sound Transportation Company
1155 1st Ave., W.
Owen Sound N4K 5P5
Toll-free 1-800-265-3163

ONTC Telecommunications
555 Oak St. E.
North Bay P1B 8L3
705-472-4500 Ext. 331

ONTC
555 Oak St. E.
North Bay P1B 8E3
705-472-4500
(Rail Passenger Services,
Bus Services, Marine Services,
norOntair, Freight Marketing,
ONTC Express, Rail Freight,
Star Transfer)

NORTHERN ONTARIO HERITAGE FUND
CORPORATION
444 Queen St. E.
Sault Ste. Marie P6A 1Z7
705-942-8004
Fax 942-7070

NDM 19

The Northern Ontario Heritage Fund Corporation (NOHFC) has a mandate to: provide assistance to single industry communities experiencing or about to experience economic disruptions; assist with the development of new technology with emphasis on the resource

sector; help small businesses to get started, expand or modernize their operations (**NORFUND**); support special projects that promote long-term growth and diversification of Northern Ontario.

The NOHFC under their Single Industry program in conjunction with Temiskaming Development Fund Corporation (TDFC) offers a program for the Temiskaming region called TEMFUND.

Assistance is available in the form of loan guarantees, loans and **grants** or combination thereof.

Contact the Corporation's head office, the Sudbury office or any Ministry of Northern Development and Mines office in the appropriate area.

ACTS

ACTS NDM 20

The Ministry of Northern Development and Mines is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's legal services or communications services branch.

Local Services Boards Act

Mining Act

Ministry of Northern Affairs Act

Northern Ontario Heritage Fund Act, 1988

Ontario Mineral Exploration Program Act

Ontario Northland Transportation Commission Act

Township of Marathon Land Act, 1984

MINISTRY OF REVENUE

33 King St. W.

Oshawa L1H 8H5

The Department of Revenue was created in 1968, when the Revenue Division, the Province of Ontario Savings Office and the Deputy Provincial Treasurer, Revenue Office, were transferred from the Department of Treasury and Economics. In 1972, with the addition of the Assessment Division of the former Department of Municipal Affairs, the Department of Revenue was renamed the Ministry of Revenue.

The Ministry administers the major taxing statutes of Ontario, such as the Corporations Tax Act, the Gasoline Tax Act, the Tobacco Tax Act, the Retail Sales Tax Act, the Land Transfer Tax Act and the Employer Health Tax Act. Responsibilities include conducting property assessments to provide the tax base for Ontario municipalities; directing the Ontario Tax Credit Program, the Guaranteed Annual Income System (GAINS), Ontario Property and Sales Tax Grants for Senior Citizens and the Small Business Development Corporations Program; and operating the Province of Ontario Savings Office. The Ministry also administers the Employee Share Ownership Plan and the Ontario Home Ownership Savings Plan.

DEPUTY MINISTER'S OFFICE

AUDIT SERVICES BRANCH

REVENUE 1

33 King St. W., 3rd Flr.

Oshawa L1H 8H5

416-433-6484

This branch develops and directs comprehensive internal audit programs which independently and systematically review and evaluate financial, administrative, management and information technology systems and controls.

LEGAL SERVICES BRANCH

REVENUE 2

33 King St. W., 6th Flr.

Oshawa L1H 8H5

416-433-5657

Hearst Block, 4th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1X7

416-325-3313

Legal services provided to the Ministry include the provision of legal opinions, the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. The branch also handles tax appeals and collection actions, and prosecutes tax offenders. It is responsible to the Ministry of the Attorney General.

ASSISTANT DEPUTY MINISTER—TAX REVENUE AND GRANTS PROGRAM

TAX REVENUE AND GRANTS PROGRAM

REVENUE 3

33 King St. W., 6th Flr.

Oshawa L1H 8H5

416-433-5614

This program administers tax collection under the Commercial Concentration Tax Act, Corporations Tax Act, Employer Health Tax Act, Fuel Tax Act, Gasoline Tax Act, Land Transfer Tax Act, Mining Tax Act, Provincial Land Tax Act, Race Tracks Tax Act, Retail Sales Tax Act, Succession Duty Supplementary Provisions Act and the Tobacco Tax Act.

The program also administers the Employee Share Ownership Plan Act, Ontario Guaranteed Annual Income Act, Ontario Home Ownership Savings Plan Act, Ontario Pensioners Property Tax Assistance Act, Ontario Tax Credit System and the Small Business Development Corporations Act.

MOTOR FUELS AND TOBACCO TAX BRANCH

REVENUE 4

33 King St. W., 3rd Flr.

P. O. Box 625

Oshawa L1H 8H9

416-433-6393

This branch administers the **Gasoline Tax Act** (gasoline, propane, aviation fuel), the **Fuel Tax Act** (diesel fuel), the **Tobacco Tax Act** (cigarettes, tobacco, cigars) and collects tax on the sale of fuels and tobacco. Collectors (usually wholesalers or distributors) are appointed or registered, and tax refunds are provided, when applicable.

The branch also administers the **Land Transfer Tax Act** and the **Provincial Land Tax Act**.

Land Transfer Tax, which is a tax on individuals or corporations registering land or an interest in land in Ontario, consists of one-half of 1 per cent on the first \$55,000, 1 per cent on the next 195,000 and 1.5% on the rest. Additional tax of one-half of 1% applies on residential property over \$400,000. Non-residents of Canada pay 20% tax on restricted land (farm land, recreational land, etc.). Land Transfer Tax must be paid to the Land Registrar before registering a conveyance. Provincial Land Tax is a tax collected from landowners in **unorganized territories**. For property assessments for this tax, contact the closest regional assessment office, listed under the Field Operations Branch.

The branch administers the program that refunds the land transfer tax paid by the first time homebuyers who participate in the **Ontario Home Ownership Savings Plan Program** (OHOSP). First time homebuyers are entitled to a land transfer tax refund on a graduated scale tied to the price of the home purchased.

Commercial Concentration Tax Act taxes commercial properties exceeding 18,600 square metres and commercial parking lots within the greater Toronto area. The branch administers the billing and collection aspects of the Act.

The Motor Fuels and Tobacco Tax Branch also administers four acts, which have been repealed, during their phase-out period: the **Succession Duty Act**, the **Gift Tax Act**, the **Land Speculation Tax Act**, and the **Motor Vehicle Fuel Tax Act**.

TAX APPEALS BRANCH

REVENUE 5

1600 Champlain Ave., 3rd Flr.
Whitby L1N 9B2
416-435-2001

The branch processes all appeals filed under the following statutes administered by the Ministry: the **Corporations Tax Act**, the **Mining Tax Act**, the **Fuel Tax Act**, the **Gasoline Tax Act**, the **Land Transfer Tax Act**, the **Retail Sales Tax Act**, the **Tobacco Tax Act**, the **Ontario Guaranteed Annual Income Act**, the **Ontario Pensioners Property Tax Assistance Act**, the **Race Tracks Tax Act**, the **Ontario Home Ownership Savings Plan**, the **Employee Share Ownership Plan**, the **Small Business Development Corporations Act**, the **Employer Health Tax Act**, and the **Commercial Concentration Tax Act**. General information and forms may be obtained by calling our toll-free number (1-800-263-7965) or contacting the local Retail Sales Tax Offices (see Retail Sales Tax Branch entry).

SPECIAL INVESTIGATIONS BRANCH

REVENUE 6

33 King St. W., 5th Flr.
Oshawa L1H 8H5
416-433-6900

This branch undertakes special audits and investigations involving **tax compliance** problems. It recommends prosecution when there is evidence of tax evasion, and deals with voluntary disclosure of tax irregularities.

EMPLOYER HEALTH TAX BRANCH

REVENUE 7

33 King St. W., 3rd Flr.
Oshawa L1H 8H5
416-433-6495
Fax 416-436-4422

This branch administers the **Employer Health Tax Act**. Employers with a permanent establishment in Ontario are required to pay an employer **health tax**, based on the remuneration paid to their employees.

All inquiries about the tax should be directed to one of the regional offices listed below. All long distance callers may contact the office by using the toll-free English and French lines anywhere in Ontario. Also, facsimile lines are available for each regional office.

213 King George Rd.
Brantford N3R 6S8
519-754-4849
Fax 519-758-2239
If long distance dial
1-800-461-3806 (English)
1-800-461-1596 (French)

Greater Toronto Area West
1650 Dundas St. E., Ste. 230
Mississauga L4X 1L4
416-615-9911
Fax 416-615-5860
If long distance dial
1-800-265-9969 (English)
1-800-265-0401 (French)

Greater Toronto Area East
33 King St. W., 1st Flr.
Oshawa L1H 8H5
416-436-4561
Fax 416-436-4474
If long distance dial
1-800-265-9005 (English)
1-800-265-1193 (French)

1800 Bank St.
Ottawa K1V 0W3
613-739-3803
Fax 613-739-3233
If long distance dial
1-800-461-4909 (English)
1-800-461-0038 (French)

Victoriaville Mall
 700 Victoria Ave. E.
Thunder Bay P7C 5P7
 807-625-5840
 Fax 807-625-5848
 If long distance dial
 1-800-465-6699 (English)
 1-800-465-1085 (French)

215 Eugenie St. W.
Windsor N8X 2X7
 519-250-0066
 Fax 519-972-2950
 If long distance dial
 1-800-465-4021 (English)
 1-800-465-7027 (French)

RETAIL SALES TAX BRANCH

REVENUE 8

33 King St. W., 3rd Flr.
 P. O. Box 623
 Oshawa L1H 8H7
 416-433-6170

This branch administers the **Retail Sales Tax Act** in Ontario. Vendors collect retail sales tax from consumers at the time of purchase on most goods, taxable services and prices of admission. The branch operates offices throughout Ontario which issue **vendor permits** and provide information on exemptions and other aspects of retail sales tax, including vendor information for those starting a **business**. Tax advice is offered in numerous forms: answering taxpayers' specific questions by telephone, letter or in person; publishing sales tax guides; and providing bulletins, seminars, lectures, and visits to businesses. Refunds of tax are given under various circumstances, such as payment of tax in error by consumers; removal of goods from Ontario by tourists within 60 days of purchase; and purchases of motor vehicles for the transportation of persons with certain permanent physical disabilities. The Retail Sales Tax offices have refund application forms available. Audits ensure that tax is collected and paid in the correct way. Tax collection under the **Race Tracks Tax Act** is also administered by the branch.

All inquiries about retail sales tax should be directed to one of the offices listed below. Long-distance callers may contact the office in their area by using toll-free lines, which are effective only in an office's area of responsibility.

119 King St. W.
 P. O. Box 2112
Hamilton L8N 3Z9
 416-521-7504
 Toll-free 1-800-263-9229
 (County of Brant, Regional
 Municipalities of Haldimand-
 Norfolk, Hamilton-Wentworth,
 Niagara)

449 Belmont Ave. W.
Kitchener N2M 1N2
 519-576-8400
 Toll-free 1-800-265-2303
 (Counties of Huron, Perth,
 Wellington, Bruce, Dufferin, Grey,
 Regional Municipality of Waterloo)

Westminster Centre
 334 Wellington Rd. S.
London N6C 4P6
 519-433-3901
 Toll-free 1-800-265-1540
 (Counties of Elgin, Essex, Kent,
 Lambton, Middlesex, Oxford)

2 Robert Speck Pkwy., Ste. 350
Mississauga L4Z 1H8
 416-273-9490
 Toll-free 1-800-268-2968
 (Regional Municipalities of
 Halton, Peel)

1500 Fisher St.
Northgate Plaza
North Bay P1B 2H3
705-474-4900
Toll-Free 1-800-461-1564
(Districts of Algoma, Cochrane,
Manitoulin, Nipissing,
Parry Sound, Sudbury, Timiskaming,
Regional Municipality of Sudbury)
Toll-free 1-800-465-5025
(Districts of Kenora, Rainy River,
Thunder Bay)

1600 Champlain Ave., 2nd Flr.
Whitby L1N 9B2
416-432-3332
Toll-free 1-800-668-5810
(Counties of Haliburton,
Hastings, Northumberland,
Peterborough, Prince Edward,
Simcoe, Victoria,
District Municipality of
Muskoka, Regional Municipalities of,
Durham, York: Township of Georgina,
Georgina Islands Indian Reserve,
Town of East Gwillimbury)

CORPORATIONS TAX BRANCH

33 King St. W., 4th Flr.
P. O. Box 622
Oshawa L1H 8H5
416-433-6500

This branch administers the **Corporations Tax Act** which deals with **corporations** income tax (based on taxable income) and capital tax (based on taxable paid-up capital), and consents to revive or surrender charters or to dissolve a corporation voluntarily. The special tax on **insurance** companies based on **taxable** insurance premiums is also a branch responsibility.

In addition, the Corporations Tax Branch administers the **Mining Tax Act**. Mining taxes are based on profits generated from producing **mines** in Ontario in accordance with the Act.

REVENUE SERVICES AND OPERATIONS DIVISION

REVENUE SERVICES AND OPERATIONS DIVISION

33 King St. W., 6th Flr.
Oshawa L1H 8H5
416-433-6903

This division consists of the Freedom of Information Office, Business Investment Plans Section, Guaranteed Income and Tax Credit Branch, Taxation Data Centre, Taxpayer

1355 Bank St.
Ottawa K1H 8K7
613-523-9760
Toll-free 1-800-267-9745
(Regional Municipality of
Ottawa-Carleton, Counties of
Lennox-Addington,
Stormont-Dundas and Glengarry,
Frontenac, Grenville, Lanark,
Leeds, Prescott,
Renfrew, Russell)

2300 Yonge St.
Toronto M4P 1H6
416-487-1361
Toll-free 1-800-268-8852
(Regional Municipality of
Metropolitan Toronto,
Regional Municipality of York:
Towns of Aurora, Markham,
Newmarket, Richmond Hill, Vaughan,
Whitchurch-Stouffville,
Township of King)

REVENUE 9

REVENUE 10

Services Branch and Revenue and Operations Research Branch. The division consolidates major taxpayer services and data processing functions.

The **Tax Revenue and Grants Program** manages tax credits, grant payments, business investments, and also performs analysis, research and planning on taxation issues and legislation.

REVENUE AND OPERATIONS RESEARCH BRANCH

REVENUE 11

33 King St. W., 6th Flr.
Oshawa L1H 8H5
416-433-5623

This branch provides the Tax Revenue and Grants Program with staff support, including: coordination of the planning, resource allocation and control process; development of techniques to increase the efficiency and effectiveness of administrative and delivery mechanisms; **tax-related research**; monitoring of tax revenue; and coordination of changes in legislation.

The branch also liaises with the Ministry of Treasury and Economics, as well as, other federal and provincial tax authorities.

GUARANTEED INCOME AND TAX CREDIT BRANCH

REVENUE 12

33 King St. W., 5th Flr.
P. O. Box 624
Oshawa L1H 8H8
Toll-free 1-800-263-7965 (English)
Toll-free 1-800-668-5821 (French)
Toll-free 1-800-263-7776 (TDD)

The branch administers the Guaranteed Annual Income System, Ontario Home Ownership Savings Plan, Ontario Tax Grants for Seniors, Ontario's Personal Income Tax, which includes Ontario Tax Credits and Ontario Tax Reduction Programs.

The **Guaranteed Annual Income System (GAINS A)** assures qualifying Ontario residents, 65 or over, a set annual income. **Senior citizens** who receive the Old Age Security pension (OAS) and Guaranteed Income Supplement (GIS) will automatically receive GAINS if their annual income falls below the guaranteed level.

Ontario Home Ownership Savings Plan (OHOSP) assists individuals and couples in the purchase of a first home. Planholders benefit from a return on the funds in a plan, an annual tax credit for qualifying contributions and a Land Transfer Tax refund upon the purchase of a home.

Ontario Tax Credits consist of the Property Tax Credit, the Sales Tax Credit, the Political Contribution Tax Credit and the Ontario Home Ownership Savings Plan (OHOSP) Tax Credit. The first two credits are designed to reduce the burden of property and sales tax for people with low to moderate incomes. (People 65 and over are not eligible for these credits but can apply for Ontario Tax Grants, described separately). The Ontario Home Ownership Savings Plan Tax Credit provides incentive for individuals and couples to save toward the purchase of a first home. The above three tax credits are fully refundable. The **Political Contribution Tax Credit** may be claimed by people who made a contribution to a registered Ontario political party, a constituency association or a registered candidate in a provincial election. To claim this credit, there must be provincial tax payable after deducting the Property and Sales Tax Credits.

Ontario Tax Reduction eliminates or reduces income tax for low to moderate income residents by allowing a supplemental claim for dependent children and disabled dependants.

Claims for Ontario Tax Credits and Ontario Tax Reduction are made when filing Personal Income Tax returns.

Ontario Tax Grants allow Ontario residents, 65 or older, who pay **property tax** or **rent** to claim an annual **Property Tax Grant** of up to \$600 per household. Applications for this **grant** are mailed each year to all Old Age Security (OAS) recipients and previously qualified applicants. Seniors may also receive an annual **Sales Tax Grant** of \$50. Persons turning 65 after mid year who qualify for OAS will automatically receive their Sales Tax Grant and an application for the Property Tax Grant, towards the year-end.

TAXATION DATA CENTRE

REVENUE 13

33 King St. W., 7th Flr.

Oshawa L1H 8H5

416-433-5858

Metro Toronto 416-965-8470

Toll-free 1-800-263-7965 (English)

Toll-free 1-800-668-5821 (French)

Toll-free 1-800-263-7776 (TDD)

Fax 416-433-4094

This branch processes revenue received under the **taxing** statutes; assesses eligibility for payment of refunds to the public under the **Ontario Incredible Program**, **Permanently Physically Disabled Program**, and **Alternate Fuel Conversion Program**; and processes **fuel** tax rebates to farmers and grant applications for the **Ontario Pensioners' Property Tax Assistance Program**. The branch also provides data processing support for the Tax Revenue and Grants Program.

TAXPAYER SERVICES BRANCH

REVENUE 14

33 King St. W., 1st Flr.

Oshawa L1H 8H5

416-433-6127

This branch provides "one-stop" information to taxpayers about Ministry of Revenue programs, such as Tax Grants for **Seniors**, Ontario **Tax** Credits, Guaranteed Annual Income System (GAINS), Employer Health Tax, Corporations Tax, Motor Fuel Tax, Retail Sales Tax and Small Business Development Corporations. Information, application assistance, forms and **publications** are offered through the following telephone service, or at seven walk-in **Revenue Information Centres** located throughout the province. These centres also accept tax payments.

The multilingual Information Centre can be reached free of charge from anywhere in Ontario: Metro Toronto (965-8470), all other areas (1-800-263-7965), Francophone residents can call 1-800-668-5821 for service entirely in French. Northern Ontario residents may also contact their nearest Northern Affairs Officer by asking the operator for Zenith 33160. Deaf or hearing impaired taxpayers may request tax or grant information through the use of a special (TDD) toll-free number (1-800-263-7776).

Interjurisdictional Carriers (Truckers), seeking information on **fuel** tax while travelling in Ontario, may call toll-free from the United States east of the Mississippi River and Eastern Canada, including Ontario (1-800-263-7775). Calls from the remainder of the United States and Canada will be accepted collect at 416-433-0212.

The location of these offices are:

Barrie

109 Ferris Lane
705-739-1511

Belleville

191 Dundas St. E.
613-962-9108

Oshawa

33 King St. W.
If long distance dial
1-800-263-7965

Sudbury

199 Larch St., 12th Flr.
705-675-4351

Thunder Bay

Victoriaville Mall, Unit 5
700 Victoria Ave. E.
807-475-1681
If long distance dial
1-800-465-5025

Toronto

Maple Leaf Mills Tower, 10th Flr.
2300 Yonge St.
416-487-1361

Windsor

250 Windsor Ave., 5th Flr.
519-252-4404

FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY OFFICE

REVENUE 15

33 King St. W., 1st Flr.
Oshawa L1H 8H5
416-433-6028

This office is responsible for the implementation and administration of the Freedom of Information and Protection of Privacy Act, 1987, ensuring that the Ministry is in compliance at all times. It coordinates all access to information and privacy related activities on behalf of the Ministry.

BUSINESS INVESTMENT PLANS SECTION

REVENUE 16

33 King St. W., 3rd Flr.
Oshawa L1H 8H5
416-433-6461
Fax 416-436-4496

The section administers the **Small Business Development Corporations Act** and the **Employee Share Ownership Plan Act**, 1988.

The **Small Business Development Corporations (SBDC) Program** encourages private sector investment in small businesses in Ontario, and the provision of business and managerial expertise. Individual investors who buy new equity shares in an SBDC receive a **grant** of 30% of their investment and corporate investors receive 30% credit against their Ontario corporations income tax, if the SBDC has committed to invest only in the north or east. Otherwise, the grant or tax credit is 25% of the investment. For more information on the SBDC program call collect 416-433-SBDC.

The **Employee Share Ownership Plan (ESOP) Program** provides incentives to employees of small and medium sized companies to purchase newly issued shares of their employer corporation. Eligible employees who purchase shares under a registered ESOP receive a grant of 15% of the purchase price to a maximum annual grant of \$300.00; grants for eligible setup costs are also available to corporations and employee groups; corporations receive a grant of one-third of eligible setup costs to a maximum of \$10,000; employee groups can qualify for a grant of one-half of eligible costs to a maximum of \$5,000. For more information on the ESOP program call collect 416-430-ESOP.

ASSISTANT DEPUTY MINISTER-PROPERTY ASSESSMENT PROGRAM**PROPERTY ASSESSMENT PROGRAM**

REVENUE 17

33 King St. W., 6th Flr.
Oshawa L1H 8H5
416-433-5767

This program administers the **Assessment Act** under which it is responsible for property **assessment** and municipal enumeration. It assesses **property** (land and buildings) in Ontario and determines a value for each property, which is then used by municipalities and school boards to calculate local taxes. It conducts a municipal **enumeration** every three years and compiles municipal voters' lists and school support lists.

Under the **Provincial Land Tax Act**, it assesses property in unorganized territories, and under the **Commercial Concentration Tax Act**, it is responsible for identifying commercial properties in the Greater Toronto Area that are liable for the tax.

ASSESSMENT POLICIES AND PRIORITIES BRANCH

REVENUE 18

33 King St. W., 6th Flr.
Oshawa L1H 8H5
416-433-5757

This branch provides legislation, planning, policy and research support to the Assistant Deputy Minister. It also liaises with other ministries, levels of government, municipal and school board associations, and the public; provides financial and operational planning support to program branches and regional offices; and conducts tax-impact analyses for municipalities which have requested reassessment.

ASSESSMENT SERVICES DIVISION**ASSESSMENT SERVICES DIVISION**

REVENUE 19

33 King St. W.
Oshawa L1H 8H5
416-433-5773

The Assessment Services Division consists of the Data Services and Development Branch, Field Operations Branch, Special Properties Branch and the Quality Control Section.

FIELD OPERATIONS BRANCH

REVENUE 20

33 King St. W., 6th Flr.
Oshawa L1H 8H5
416-433-5805

This branch is responsible for assessing all property (land and buildings) in Ontario, under the **Assessment Act** and the **Provincial Land Tax Act**. The assessed value is then used by municipalities and school boards in calculating local taxes. It also issues **Notices of Property Valuation**; prepares property assessment rolls; defends **assessment** appeals; and identifies properties in the Greater Toronto Area which are liable for the **Commercial Concentration Tax**.

The branch is also responsible for **municipal enumerations**, which are done to prepare voters' lists for municipal and **school** board elections; to direct school taxes; to identify English-language and French-language electors for school boards; to prepare lists of potential jurors; and to prepare the Ontario population reports.

The branch carries out these activities through 31 Regional Assessment Offices, each managed by a Regional Assessment Commissioner. The offices are responsible for specific areas, defined by county, region or district boundaries. There are also ten sub-offices.

Enquiries regarding **property** assessment should be directed to the appropriate regional office. Enquiries regarding property taxation and other municipal matters should be directed to the clerk or treasurer of the appropriate municipality. Enquiries about school support or school issues should be directed to the appropriate school board.

REGIONAL ASSESSMENT OFFICES
(Zenith numbers are effective only
in an office's area of
responsibility)

113 Hastings St. N.
P. O. Box 667
Bancroft K0L 1C0
613-332-1440
If long distance call collect
(Trenton sub-office)

109 Ferris Lane
Barrie L4M 2Y1
705-728-2270
If long distance dial
1-800-461-4230
(Simcoe)

95 Pine St. E.
P. O. Box 150
Bracebridge P1L 1T5
705-645-5204
If long distance
in area code 705, dial
1-800-461-4316
(Muskoka)

63 Charing Cross
Brantford N3R 7K9
519-759-6310
Fax 519-759-1011
If long distance dial
1-800-265-9990
(Brant, Haldimand-Norfolk)

2479 Parkedale Ave.
Brockville K6V 3H2
613-342-8242
Fax 613-342-9369
If long distance dial
1-800-267-0836
(Lanark, Leeds, Grenville)

150 Main St., 4th Flr.
Cambridge N1R 1W3
519-623-5210
Fax 519-623-5536
In Kitchener dial
519-653-7356
If long distance ask operator
for Zenith 49090
(Waterloo)

P. O. Box 1140
435 Grand Ave. W.
Chatham N7M 5L8
519-354-5460
Fax 519-354-1130
If long distance dial
1-800-265-0584
(Kent, Lambton)

1005 William St., Ste. 204
P. O. Box 290
Cobourg K9A 4K8
416-372-2258
If long distance dial
1-800-263-7905
(Trenton sub-office)

132 Second St. E.
Box 219
Cornwall K6H 5S7
613-933-7100
Fax 613-933-0597
If long distance dial
1-800-267-7194
(Prescott, Russell, Stormont,
Dundas, Glengarry)

479 Government Rd., Ste. B-6
P. O. Box 670
Dryden P8N 2Z3
807-223-5351
If long distance ask operator
for Zenith 50960
(Thunder Bay sub-office)

533 Mowat Ave.
Fort Frances P9A 1Z1
807-274-3283
If long distance ask operator
for Zenith 50960
(Thunder Bay sub-office)

57 Napier St.
P. O. Box 190
Goderich N7A 3Z2
519-524-7326
If long distance dial
1-800-265-5192
(Huron, Perth)

286 Victoria Rd. N.
Guelph N1E 5J3
519-821-7440
Fax 519-821-6171
If long distance dial
1-800-265-8365
(Dufferin, Wellington)

119 King St. W., 3rd Flr.
Box 2112
Hamilton L8N 3Z9
416-521-7469
(Hamilton-Wentworth)

300 McClellan Ave.
Kenora P9N 1A8
807-468-2847
If long distance ask operator
for Zenith 50960
(Thunder Bay sub-office)

1055 Princess St., Ste. 201
Ontario Government Bldg.
Kingston K7L 4Y8
613-545-4475
If long distance ask operator
for Zenith 47360
(Frontenac, Lennox, Addington)

6 Tweedsmuir Rd., 3rd Flr.
Kirkland Lake P2N 1H9
705-567-9285
Fax 705-567-7962
If long distance call collect
(Timmins sub-office)

440 Kent St. W.
P. O. Box 3100
Lindsay K9V 4S8
705-324-1622
Fax 705-324-6852
If long distance
in area code 705, dial
1-800-461-0314
in area codes 416, 519, 613, dial
1-800-461-0317
(Haliburton, Peterborough,
Victoria)

15 Manitowaning Rd.
Little Current P0P 1K0
705-368-2510
Fax 705-368-3790
(Sudbury sub-office)

4380 Wellington Rd. S.
Superstore Mall
Westminster N6E 3A2
519-681-0050
If long distance dial
1-800-265-6030
(Elgin, Middlesex, Oxford)

2 Robert Speck Pkwy., 4th Flr.
Mississauga L4Z 1T3
416-270-8050
Fax 416-270-9666
If long distance dial
1-800-387-5909
(Halton-Peel)

50 Bloomington Rd. W.
Aurora L4G 6J8
416-727-3755
If long distance
in area code 416, dial
1-800-263-3224
in area codes 519, 613, 705, dial
1-800-263-3233
(York)

1650 Main St. W.
P. O. Box 167
North Bay P1B 8H2
705-474-6150
Fax 705-474-8335
If long distance ask operator
for Zenith 51280
(Nipissing, Parry Sound)

2305 St. Laurent Blvd.
Ottawa K1G 4J8
613-526-3890
If long distance ask operator
for Zenith 45980
(Ottawa-Carleton)

900 Tenth St. W., Unit 2
Owen Sound N4K 6V6
519-371-1121
Fax 519-371-5885
If long distance dial
1-800-265-3187
(Bruce, Grey)

10 Miller St.
Parry Sound P2A 1S8
705-746-9302
Fax 705-746-6362
If long distance ask operator
for Zenith 51280
(North Bay sub-office)

24 Pembroke St. W.
Pembroke K8A 5M3
613-735-0181
Fax 613-735-1439
If long distance dial
1-800-267-1095
(Renfrew)

55 George St. N.
Peterborough K9J 3G2
705-743-0330
Fax 705-743-2014
If long distance
in area code 705, dial
1-800-461-1933
in area codes 416, 519, 613, dial
1-800-461-1962
(Lindsay sub-office)

805 Christina St. N.
Sarnia N7V 1X6
519-336-3991
Fax 519-354-1130
If long distance dial
1-800-265-0584
(Chatham sub-office)

180 Brock St.
Sault Ste. Marie P6A 3B7
705-949-3941
Fax 705-949-6472
If long distance dial
1-800-461-2207
(Algoma)

43 Church St.
Box 1270
St. Catharines L2R 7A7
416-688-0233
If long distance dial
1-800-263-5753
(Niagara)

199 Larch St., 12th Flr.
Provincial Tower
Sudbury P3E 5P9
705-675-4200
Fax 705-675-6610
If long distance dial
1-800-465-7726
(Manitoulin, Sudbury)

55 Doncaster Ave.
Thornhill L3T 1L7
416-889-9503
(North York)

189 Red River Rd., 3rd Flr.
Thunder Bay P7B 2G2
807-343-7200
Fax 807-343-7210
If long distance ask operator
for Zenith 50960
(Kenora, Rainy River, Thunder Bay)

145 Wilson Ave.
Timmins P4N 8B1
705-264-9455
Fax 705-268-7784
If long distance ask operator
for Zenith 98395
(Cochrane, Timiskaming)

90 Eglinton Ave. E., Ste. 300
Toronto M4P 3A5
416-486-6300
Fax 416-324-6729
(City of Toronto)

7 Overlea Blvd.
Toronto M4H 1A8
416-423-1240
(Scarborough, East York)

4 Eva Rd.
Etobicoke M9C 2A8
416-621-9400
Fax 416-965-0927
(Etobicoke, York)

80 Division St.
P. O. Box 520
Trenton K8V 5R7
613-392-2501
If long distance
in area code 613, dial
1-800-267-0538
in area codes 416, 519, 705, dial
1-800-267-0542
(Hastings, Northumberland,
Prince Edward)

605 Rossland Rd. E.
Box 270
Whitby L1N 5S1
416-668-9351
Fax 416-668-0031
If long distance dial
1-800-268-2224
(Durham)

250 Windsor Ave., 5th Flr.
Windsor N9A 6V9
519-254-3771
If long distance dial
1-800-265-5841
(Essex)

SPECIAL PROPERTIES BRANCH

REVENUE 21

33 King St. W., 6th Flr.
Oshawa L1H 8H5
416-433-5700

This branch provides valuation expertise and advice to regional **assessment** offices on properties of all types. It also develops assessment valuation procedures and techniques, and undertakes the defence of complex assessments under judicial appeal.

DATA SERVICES AND DEVELOPMENT BRANCH

REVENUE 22

33 King St. W., 6th Flr.
Oshawa L1H 8H5
416-433-5680

This branch is responsible for **assessment** information management, including the supply of **computer** data services to Regional Assessment Offices, municipalities and school boards. New assessment and data processing systems, including **OASYS (Ontario Assessment System)**, are also developed by the branch.

**ASSISTANT DEPUTY MINISTER
INFORMATION TECHNOLOGY DIVISION**

INFORMATION TECHNOLOGY DIVISION

REVENUE 23

33 King St. W., 5th Flr.

Oshawa L1H 8H5

416-433-6797

Fax 416-433-5333

This division provides a wide range of information technology services for the Ministry, including systems development and maintenance, integrated office systems, end user computing support, new products and applications research and production data processing facilities.

**INFORMATION SYSTEMS DEVELOPMENT
BRANCH**

REVENUE 24

33 King St. W., 5th Flr.

Oshawa L1H 8H5

416-433-6797

Fax 416-436-4449

This branch is responsible for systems development and maintenance functions, including the design, programming, testing and implementation of all major data processing systems. The branch is also responsible for introducing "best practices in systems development" as the the Ministry re-engineers its systems.

**SYSTEMS AND FACILITIES MANAGEMENT
BRANCH**

REVENUE 25

33 King St. W., 5th Flr.

Oshawa L1H 8H5

416-433-6845

Fax 416-436-4449

This branch manages the Ministry's information processing systems, using dual-site computer installations with separate production and development facilities.

**EMERGING TECHNOLOGIES AND INTEGRATED
OFFICE SOLUTIONS SECTION**

REVENUE 26

33 King St. W., 2nd Flr.

Oshawa L1H 8H5

416-433-6840

Fax 416-436-4449

The section is responsible for applied information **technology research**, integrated office technology, end-user information and support, including the Technology Demonstration and Training Centre and strategic business and technology planning.

**BUSINESS AND INFORMATION SYSTEMS
INTEGRATION****REVENUE 27**

33 King St. W., 5th Flr.
Oshawa L1H 8H5
416-433-6809
Fax 416-436-4449

Business and Information Systems Integration is responsible for supporting the Assistant Deputy Minister's participation in Ministry strategic business/technology planning and management. This office plays a vital role in the management of the Ministry's Enterprise Strategic Plan Revenue in Transformation (ESPRIT) re-engineering project.

FINANCE AND ADMINISTRATION SECTION**REVENUE 28**

33 King St. W., 5th Flr.
Oshawa L1H 8H5
416-433-6797
Fax 416-436-4449

This section coordinates the provision of resources, financial management and administrative support services to the division.

**ASSISTANT DEPUTY MINISTER
CORPORATE RESOURCES DIVISION****CORPORATE RESOURCES DIVISION****REVENUE 29**

33 King St. W., 6th Flr.
Oshawa L1H 8H5
416-433-5777

This division provides the following management and administrative services: financial planning, analysis, and control; personnel management; purchasing, accounting, and mail; security, accommodation, planning, design and management; communication advisory services, and French language services.

FINANCE AND PRIORITIES PLANNING BRANCH**REVENUE 30**

33 King St. W., 6th Flr.
Oshawa L1H 8H5
416-433-5667

The branch is responsible for corporate financial resource management. This involves developing and implementing resource management processes and support systems, preparing expenditure estimates, monitoring operational performance and recommending appropriate actions.

In addition, the branch liaises with central agencies (i.e. Management Board, Treasury) and other ministries and provides support and advice to the Deputy Minister and senior management on resource management issues.

**ADMINISTRATIVE AND FINANCIAL
SERVICES BRANCH****REVENUE 31**

33 King St. W., 7th Flr.
Oshawa L1H 8H5
416-433-5999

The branch's Administration Section (433-5297) provides the Ministry with purchasing, storage, mailing and other central services.

The Finance Section (433-5915) processes accounts payable, and provides accounting services for all expenditures, including payroll and employee benefits.

PERSONNEL SERVICES BRANCH

REVENUE 32

33 King St. W., 2nd Flr.

Oshawa L1H 8H5

416-433-6092

Fax 416-433-6588

This branch is responsible for establishing Ministry personnel policies and procedures; creating appropriate classification and compensation levels for employees; recruiting staff; counselling employees; coordinating staff training and development; investigating employee grievances; and handling all matters affecting work conditions and performance. The branch maintains the Ministry's personnel, payroll and employee benefit records. It serves as a liaison between the Ministry and the Human Resources Secretariat, Management Board of Cabinet, and Ontario Public Service Employees Union (OPSEU). The branch also plans, develops and coordinates the **Employment Equity Program** to improve the status and ensure equal employment opportunities for women, francophones, persons with disabilities, racial minorities, and Native peoples.

COMMUNICATIONS SERVICES BRANCH

REVENUE 33

33 King St. W., 6th Flr.

Oshawa L1H 8H5

416-433-5780

Communications Services informs the public, client groups and the media about the Ministry's activities; establishes communications policy; provides communications support to the Minister and Deputy Minister; and advises branches on communications matters. Other activities include desktop publishing services, audio-visual, photographic, graphics and exhibit services; advertising agency liaison; and publication production/distribution.

Communications Services administers a **library** (433-6135) covering aspects of **tax, property assessment, public finance**, legislation, and government and **business** administration. The Public Information Centre (Ministry **reading room**), attached to the library, provides public access to all Ministry publications, statutes and regulations, and most manuals and internal procedures.

Communications Services also coordinates the Ministry's **French language** and customer service programs.

FACILITIES MANAGEMENT UNIT

REVENUE 34

33 King St. W., 2nd Flr.

Oshawa L1H 8H5

416-433-5117

This unit provides a wide range of specialized facility planning, interior design, telecommunication services, office furnishings, parking administration, security services and conference room reservations for head office.

It also handles leasing arrangements and similar accommodation services for all field offices.

PROVINCE OF ONTARIO SAVINGS OFFICE

REVENUE 35

33 King St. W., 6th Flr.
Oshawa L1H 8H5
416-433-5790
Fax 416-433-6519

The Province of Ontario Savings Office, established in 1922, under the Agricultural Development Finance Act, provides financial services to the public through 23 branches in 22 communities in Ontario and three new branches opening soon in Northern Ontario. Services include combined savings/chequing accounts with high interest rates and generous chequing privileges, Guaranteed Investment Certificates (GIC's) and Home Ownership Plans (OHOSP's). All deposits are guaranteed, without limit, by the Province of Ontario and are loaned to the Treasurer of Ontario. The Savings office does not offer loans to the public.

Other services include travellers cheques free of charges, safety deposit boxes, foreign exchange, drafts and money orders and the purchase and sale of securities on behalf of customers. Service is available in French in designated areas.

Savings Offices locations are:

34-36 Talbot St. W.
Alymer N5H 1J7
519-765-1286
Fax 519-765-1690

171 Colborne St.
Brantford N3T 6C9
519-753-4131
Fax 519-753-7121

153 Wyndham St. N.
Guelph N1H 4E9
519-821-2101
Fax 519-821-2990

2 King St. W.
Hamilton L8P 1A1
416-528-6391 (French)
Fax 416-528-8103

The Centre Mall
1227 Barton St. E.
Hamilton L8H 2V4
416-547-6202
Fax 416-547-4748

353 Richmond St.
London N6A 3C2
519-432-1197
Fax 519-432-7896

171 Sparks St.
Ottawa K1P 5B9
613-239-1469 (French)
Fax 613-566-3893

825 2nd Ave. E.
P. O. Box 182
Owen Sound N4K 5P3
519-376-6025
Fax 519-376-1041

40 Pembroke St. W.
P. O. Box 216
Pembroke K8A 6X3
613-732-7821
Fax 613-732-3830

49 Main St. S.
Seaforth N0K 1W0
519-527-0210
Fax 519-527-2512

106 King St.
P. O. Box 651
St. Catharines L2R 6W8
416-688-4661
Fax 416-688-0320

134 Queen St.
St. Marys N0M 2V0
519-284-2260
Fax 519-284-2262

159 Cedar St.
Sudbury P3E 6A5
705-670-7373
Fax 705-670-7375

189 Red River Rd.
Thunder Bay P7B 1A2
807-343-7390
Fax 807-343-7388

328 Bay St.
Toronto M5H 2S7
416-363-7282
Fax 416-363-0896

838 Broadview Ave.
Toronto M4K 2R1
416-463-1117
Fax 416-463-7773

2035 Danforth Ave.
Toronto M4C 1J8
416-698-8320
Fax 416-698-9131

Macdonald Block, Rm. M1-40
Queen's Park
Toronto M7A 2A9
416-325-8480
Fax 416-324-4721

Savings Office Agency locations are:

c/o J & J General Store
18-19 King St.
Armstrong P0T 1A0
807-583-2494
Fax 807-583-2094

c/o Bailey's Corner Store
41 Poupore St.
P. O. Box 269
Gogama P0M 1W0
705-894-2168
Fax 705-894-2571

112 St. Clair Ave. W.
Toronto M4V 2Y3
416-925-3887
Fax 416-925-3874

439 University Ave.
Toronto M5G 1Y8
416-965-3891
Fax 416-324-4722

236 Durham St.
P. O. Box 308
Walkerton N0G 2V0
519-881-3321
Fax 519-881-3797

545 Ouellette Ave.
Windsor N9A 4J3
519-254-4324 (French)
Fax 519-254-6270

396 Dundas St.
Woodstock N4S 1B7
519-537-8194
Fax 519-537-8844

c/o Pittfield's General Store
7 Channel St.
Killarney P0M 2A0
705-287-2653
Fax 705-287-2732

c/o Northern Store
Pickle Lake P0V 3A0
807-928-2968
Fax 807-928-2063

c/o Super Boutique
P. O. Box 418
Virginiatown P0K 1X0
705-634-2346
Fax 705-634-2717

ACTS**ACTS****REVENUE 36**

The Ministry of Revenue is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's legal services or communications branch.

Agricultural Development Finance Act
Assessment Act
City of Toronto 1981 Assessment Complaints Act, 1982
Commercial Concentration Tax Act
Corporations Tax Act
Employee Share Ownership Plan Act, 1988
Employer Health Tax Act
Fuel Tax Act, 1981 (in force Sept. 1, 1982)
Gasoline Tax Act
Income Tax Act
Land Transfer Tax Act
Mining Tax Act
Ministry of Revenue Act
Ontario Guaranteed Annual Income Act
Ontario Home Ownership Savings Plan Act, 1988
Ontario Pensioners Property Tax Assistance Act
Provincial Land Tax Act
Race Tracks Tax Act
Retail Sales Tax Act
Small Business Development Corporations Act
Tobacco Tax Act

MINISTRY OF SKILLS DEVELOPMENT

101 Bloor St. W., 13th Flr.

Toronto M5S 1P7

416-967-8300

Fax 416-967-8458

The Ministry of Skills Development supports and promotes skills training and upgrading programs for employed workers. It administers Ontario's apprenticeship system, and promotes non-traditional occupations as viable career choices for women.

The Ministry also works with labour and business to develop training programs in the workplace, offers training consulting and incentives programs to employers, negotiates training agreements with the federal government, and supports community based organizations in the development of labour market needs analysis and special projects.

DEPUTY MINISTER'S OFFICE

COMMUNICATIONS AND MARKETING BRANCH

SKILLS 1

101 Bloor St. W., 11th Flr.

Toronto M5S 1P7

416-924-8701

Fax 416-963-1000

The Communications and Marketing Branch informs the public, stakeholders, client groups and the media about the Ministry's policies and programs and advises the Minister, Deputy Minister and senior management on corporate and program communications and marketing. Activities include coordination and production of print materials, displays, advertising, speeches and news releases; media relations; organizing special events; and client liaison consultation.

General information on Ministry programs and copies of Ministry publications may be obtained by calling the Training Hotline: 1-800-387-5656.

FINANCE AND ADMINISTRATION DIVISION

ADMINISTRATIVE SERVICES

SKILLS 2

625 Church St., 2nd Flr.

Toronto M4Y 2E8

416-326-5700

Administrative Services provides a range of administrative and support services including purchasing, accommodations and office services.

HUMAN RESOURCES

SKILLS 3

625 Church St., 2nd Flr.

Toronto M4Y 2E8

416-326-5700

Human Resources delivers services to management and staff; provides services in planning, training and development, and performance management. It is responsible for the **employment equity program**. The personnel administration services for the Ministry are provided by the Human Resources Branch of the Ministry of Treasury and Economics (325-8260).

FINANCIAL SERVICES

SKILLS 4

625 Church St., 2nd Flr.
Toronto M4Y 2E8
416-327-9093

Financial Services provides financial management services to all units of the Ministry, including processing of supplier's invoices, transfer payments, revenues, budget planning services, liaison with central agencies concerning the Ministry's estimates, and in-year financial reporting and resources requests.

INFORMATION TECHNOLOGY MANAGEMENT

SKILLS 5

625 Church St., 5th Flr.
Toronto M4Y 2E8
416-326-5660

This section provides direction for technology planning, development and implementation. It acts as the **Freedom of Information** Coordinator for the Ministry of Skills Development.

AUDIT SERVICES

SKILLS 6

625 Church St., 2nd Flr.
Toronto M4Y 2E8
416-326-5705

Audit Services provides comprehensive audit services to all Ministry functions and programs.

LEGAL SERVICES

SKILLS 7

c/o Ministry of Education
Legislation Branch
Mowat Block, 18th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1L2
416-325-2400
Fax 416-325-2410

Legal services for the Ministry of Skills Development are provided by the Ministry of Education, Legislation Branch.

SKILLS DEVELOPMENT DIVISION

SKILLS DEVELOPMENT DIVISION

SKILLS 8

101 Bloor St. W., 12th Flr.
Toronto M5S 1P7
416-967-8444
Fax 416-965-7144

The Skills Development Division provides support to the Deputy Minister and senior management in the development and coordination of policies and programs to promote high-quality skills training and programs to upgrade employed workers. It administers Ontario's apprenticeship system, including programs to facilitate women's entry into non-traditional occupations. This office develops partnerships on a community and sectoral basis with business and labour, to stimulate training activity in the workplace, and to provide consulting services and financial incentive programs to individual firms. It negotiates training agreements with the federal government and supports community based organizations in

the development of labour market needs, analysis and special projects. The division also liaises with the Ontario Training Corporation, a Schedule II Agency reporting to the Minister of Skills Development.

PARTNERSHIP AND SERVICES DEVELOPMENT

SKILLS 9

625 Church St., 6th Flr.

Toronto M4Y 2E8

416-326-5400

Fax 416-326-5445

The Partnership and Services Development Branch develops partnerships and administers programs with key ministry stakeholders to stimulate training activity by supporting the **employment training** initiatives of business, industry, labour and individuals.

The branch coordinates and supports the training consulting service at 52 Ontario Skills Development Offices, operated by **Colleges of Applied Arts and Technology**, which provide expert advice, needs assessment, and training plan development and information on human resource development, as required by Ontario firms. Instructional costs to firms can be offset through incentive funding offered under **Ontario Skills** to encourage greater participation in training to enhance the skill base of Ontario's labour market.

The **Ontario Training Trust Fund Program (OTTFP)** matches 50% of employer/employee contributions made to an approved trust fund over a period of three years, to a maximum of \$100,000. Employers may access training services through the Training Hotline (1-800-387-5656).

The **Technologists/Technicians Skills Updating Program** supports specialized training that updates the skills of Ontario's technicians and technologists in areas of new and emerging technologies.

The **Traineeship Program** offers a combination of on-the-job and formal in-school training in non-trades areas to employed trainees.

Training in the electrical and electronics industry is supported through a labour management training agreement with the Sectoral Skills Council.

APPRENTICESHIP AND CLIENT SERVICES BRANCH

SKILLS 10

625 Church St., 4th Flr.

Toronto M4Y 2E8

416-326-5605

Fax 416-326-5606

The Apprenticeship and Client Services Branch coordinates long-term, on-the-job apprenticeship training programs designed to assist employers and individuals in achieving their skills development goals and contributing to Ontario's economic growth.

The branch administers and enforces the **Apprenticeship and Tradesmen's Qualification Act** and its regulations, which set standards and conditions of training for employment in regulated trades. **Trade certification** is compulsory for the following: construction (e.g., electricians, plumbers, refrigeration and air-conditioning mechanics, sheet metal workers, steam fitters, etc.); motive power trades (e.g., motor vehicle mechanics, auto body repairers) and service trades (e.g., hairstylists). Certification is voluntary for many other regulated trades (e.g., carpenters, machinists, tool and die makers, mould-makers). The branch is also responsible for a large number of non-regulated employer-specific trades. In addition to administering apprenticeship examinations and in-school training purchase

arrangements, the branch is responsible for competency assessment, training standards development, and materials for apprenticeship and Ontario Modular Training programs.

The Apprenticeship and Client Services Branch coordinates the **Trades Updating Program** under Ontario's Training Strategy (326-5605), which provides short-term courses to upgrade and/or update the skills of journeypersons.

The **Apprenticeship Tool Fund** provides partial subsidies to new apprentices for the purchase of tools required for training.

Industrial Training consultants located in 27 field offices throughout Ontario assist potential and active trainees, employers and labour representatives with their **skills development** needs, and monitor the effectiveness and efficiency of training programs. Field offices are listed below.

FIELD OFFICES

Ontario Government Bldg.
114 Worsley St.
Barrie L4M 1M1
705-737-1431
If long distance, ask operator
for Zenith 20860

Bell Tower Plaza
365 North Front St., 2nd Flr.
Belleville K8N 5A5
613-968-5558
If long distance, ask operator
for Zenith 20860

14 Holiday Inn Dr.
P. O. Box 1750
Brantford N3T 5V7
519-756-5197
If long distance, ask operator
for Zenith 20860

Ontario Government Bldg.
Oxford St., Box 1511
Brockville K6V 5Y6
613-342-5481
If long distance, ask operator
for Zenith 20860

59 Adelaide St. S.
Chatham N7M 4R1
519-345-9100 Ext. 243

333 Pitt St., 2nd Flr.
Cornwall K6J 3R1
613-938-9702
If long distance, ask operator
for Zenith 20860

Ontario Government Bldg.
119 King St. W., 7th Flr.
P. O. Box 2112
Hamilton L8N 3Z9
416-521-7764
If long distance, ask operator
for Zenith 20860

227 2nd St. S., 3rd Flr.
Kenora P9N 1G1
807-468-2879
If long distance, ask operator
for Zenith 20860

Ontario Government Bldg.
1055 Princess St., Ste. 306
Kingston K7L 5T3
613-545-4338
If long distance, ask operator
for Zenith 20860

217 York St., Ste. 201
London N6A 1B7
519-675-7788
If long distance, ask operator
for Zenith 20860

165 Dundas St. W., 4th Flr.
Mississauga L5B 2N6
416-897-1551
If long distance, ask operator
for Zenith 20860

Northgate Plaza
1500 Fisher St., 2nd Flr.
North Bay P1B 2H3
705-495-8515
If long distance, ask operator
for Zenith 20860

Durham College
J. Building, J201
P. O. Box 385
Oshawa L1H 7L7
416-576-0171
If long distance, ask operator
for Zenith 20860

1355 Bank St., Ste. 703
Ottawa K1H 8K7
613-731-7100
If long distance, ask operator
for Zenith 20860

Nor-Towne Plaza
220 11th St. E., Ste. 108
Owen Sound N4K 1T9
519-376-5790
If long distance, ask operator
for Zenith 20860

169 Lake St.
Pembroke K8A 5L8
613-735-3911
If long distance, ask operator
for Zenith 20860

306 George St. N.
Peterborough K9J 3H2
705-743-4172
If long distance, ask operator
for Zenith 20860

Court House Bldg.
59 Church St., Rm. 4124
P. O. Box 1240
St. Catharines L2R 7A7
416-684-8543
If long distance, ask operator
for Zenith 20860

1323 Exmouth St., Ste. 203
Sarnia N7S 3Y1
519-542-7705
If long distance, ask operator
for Zenith 20860

421 Bay St.
Station Tower, 4th Flr.
Sault Ste. Marie P6A 1X3
705-945-6815
If long distance, ask operator
for Zenith 20860

450 Notre Dame Ave.
Sudbury P3C 5K8
705-688-3030
If long distance, ask operator
for Zenith 20860

28 Cumberland St. N., 3rd Flr.
Thunder Bay P7A 4K9
807-345-8888
If long distance, ask operator
for Zenith 20860

20 Wilcox St.
Timmins P4N 3K6
705-264-2354
If long distance, ask operator
for Zenith 20860

625 Church St., 1st Flr.
Toronto M4Y 2E8
416-326-5800
(Central)

2380A Eglinton Ave. E.
Kenlinton Plaza, Ste. 233
Scarborough M1K 5G5
416-325-8702
(East)

421 King St. N.
Waterloo N2J 4E4
519-884-5460
If long distance, ask operator
for Zenith 20860

1427 Ouellette Ave., 2nd Flr.
Windsor N8X 1K1
519-973-1441
If long distance, ask operator
for Zenith 20860

FEDERAL/PROVINCIAL RELATIONS BRANCH 101 Bloor St. W., 12th Flr. Toronto M5S 1P7 416-967-8444 Fax 416-965-7144	SKILLS 11
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The Federal/Provincial Relations Branch provides operational support for training purchase arrangements under the **Canada-Ontario Agreement on Training**, and policy support in areas of training and human resources development involving the federal and other provincial governments. In addition, it supports a network of 57 Community Industrial Training Committees which assess local employment and training needs and helps implement training programs.

POLICY BRANCH 101 Bloor St. W., 12th Flr. Toronto M5S 1P7 416-967-8444 Fax 416-965-7144	SKILLS 12
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The Policy Branch identifies issues, undertakes research studies, consultations and evaluations, develops options necessary to fulfill the Ministry's mandate, provides policy support and service to the Ministry's program managers and central agencies, and liaises with other ministries and governments on policy-related matters.

STRATEGIC PLANNING AND SUPPORT GROUP 101 Bloor St. W., 12th Flr. Toronto M5S 1P7 416-967-8444 Fax 416-965-7144	SKILLS 13
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The Strategic Planning and Support Group provides support in strategic planning, relations with the Ontario Training Corporation and **French Language Services** coordination.

ACTS

ACTS	SKILLS 14
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The Ministry of Skills Development administers the Act listed below.

Apprenticeship and Tradesmen's Qualification Act

MINISTRY OF THE SOLICITOR GENERAL

25 Grosvenor St.

Toronto M7A 1Y6

416-965-5212 General Inquiry

The Ministry of the Solicitor General, created in 1972 by an Act of that name, has responsibility for public safety and security in Ontario. Activities include supervision of the Ontario Provincial Police, the Ontario Civilian Commission on Police Services, the Ontario Police Arbitration Commission, the Chief Coroner's Office, the Centre of Forensic Sciences, the Office of the Fire Marshal, Forensic Pathology, and Emergency Planning Ontario.

POLICY DEVELOPMENT AND COORDINATION BRANCH

SOL GEN 1

25 Grosvenor St., 10th Flr.

Toronto M7A 1Y6

416-965-2048

The Policy Development and Coordination Branch provides leadership in the identification of issues, and the development and coordination of policy, relating to the Ministry's law enforcement and public safety mandates.

Additionally, the branch is responsible for coordinating and managing new program initiatives relating to community justice issues. These issues include wife assault, sexual assault, victim services and the coordination of police training activities related to these areas.

LEGAL BRANCH

SOL GEN 2

25 Grosvenor St., 1st Flr.

Toronto M7A 1Y6

416-965-3440

Legal services and advice provided to the Ministry by this branch include: interpretation of statutes and regulations; preparation and review of proposed legislation, regulations, contracts and other legal documents; settlement of claims; appearances on behalf of the Ministry in court and before administrative tribunals.

RETAIL BUSINESS HOLIDAYS ACT

SOL GEN 3

416-922-5450

The Retail Business **Holidays** Act, referred to as the “**store closing law**”, provides for common days of rest on which retailing is kept to a minimum and leisure time activity is encouraged. The Act is enforced by the police and requires Ontario **retail business** establishments, with certain exemptions, to close each Sunday, New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day and December 26th. Municipalities may pass bylaws permitting stores to open or requiring them to close, despite other provisions of the legislation. For legal problems or authoritative interpretations of the law, refer to the Act (available for personal shopping at Publications Ontario Bookstore, 880 Bay St., Toronto, 326-5320), or consult a lawyer.

COMMUNICATIONS BRANCH

SOL GEN 4

25 Grosvenor St., 11th Flr.
Toronto M7A 1Y6
416-965-6170

The Communications Branch supports Ministry programs and policies by providing information to the public and the media in English and in French through Ministry statements, press releases, speeches, public service announcements and audio-visual education materials. The branch also distributes pamphlets and public information on such topics as neighbourhood watch, victim and witness assistance, crimeproofing and fireproofing.

Interviews and press conferences are arranged through the branch for the Solicitor General and senior Ministry officials. The branch functions as an adviser in all areas of communications planning and provides communications services for all divisions of the Ministry.

RACE RELATIONS AND POLICING UNIT

SOL GEN 5

2195 Yonge St., 3rd Flr.
Toronto, M4S 2B2
416-963-1570
Toll-free 1-800-668-0373
Fax 416-963-1572

The Race Relations and Policing Unit is responsible for the implementation of the Task Force on Race Relations and Policing recommendations related to employment equity, race relations training and police/community relations.

The unit coordinates the Ministry's overall policies and programs on race relations and policing.

ADMINISTRATION DIVISION

FINANCIAL AND ADMINISTRATIVE SERVICES BRANCH

SOL GEN 6

25 Grosvenor St., 12th Flr.
Toronto M7A 1Y6
416-325-9300

The branch provides the Ministry with financial and administrative services.

Financial functions include payroll and expense account services, accounts payable, and control and recording of Ministry expenditures and revenues. The branch liaises with Management Board of Cabinet, the Provincial Auditor and other government ministries and agencies; develops the Ministry's estimates; and performs program analysis and budget control functions. A financial consulting service is provided to operational programs of the Ministry.

Administrative functions include purchasing of goods and services, records advisory service, printing and duplicating, mail and transportation services, and assets management.

HUMAN RESOURCES SERVICES BRANCH

SOL GEN 7

18 King St. E. 5th Flr.
Toronto M5C 2X1
416-327-1000

The Human Resources Branch administers the total personnel function of the Ministry with the exception of the recruitment, deployment and promotion of OPP uniformed

members, negotiation with the Ontario Provincial Police Association (OPPA), OPP personnel records and specialized training with police and other professionals in the Ministry. Human Resources Services is responsible for civilian recruitment (327-1010) and classification (327-1020); documentation (327-1037) and staff relations (327-1047); Employee Benefits (327-1004); attendance and workers' compensation (327-1006); and Human Resources Programs (327-1033). For other functions, contact 327-1000.

The branch provides services to facilitate and support Ministry divisions in the areas of human resources management, staffing, benefits administration, classification and staff development. It also ensures the adherence of relevant government personnel policies, legislation, and regulations. The branch maintains the Ministry's personnel and employee benefit records, and provides liaison between the Ministry and the Civil Service Commission, Management Board Secretariat, Management Board of Cabinet, and Ontario Public Service Employees Union (OPSEU).

ACCOMMODATION SERVICES BRANCH

SOL GEN 8

125 Lakeshore Blvd. E.
Toronto M5E 1P6
416-965-3931

Mailing Address:

90 Harbour St.
Toronto M7A 2S1

The Accommodation Services Branch provides all Ministry agencies with coordinating services for **buildings, properties**, leasing and parking requirements.

INTERNAL AUDIT BRANCH

SOL GEN 9

25 Grosvenor St., 1st Flr.
Toronto M7A 1Y6
416-965-5020

The Internal Audit Branch is responsible for the Ministry's audit functions, which include the review and appraisal of financial, management and EDP controls.

EMPLOYMENT EQUITY PROGRAM

SOL GEN 10

18 King St. E., 5th Flr.
Toronto M5C 2X1
416-327-1040

The Employment Equity Program Office plans, develops, and coordinates programs within the Ministry of the Solicitor General to achieve equality in employment for women, racial minorities, persons with disabilities, aboriginal peoples and francophones. Consultative services are provided to Ministry managers, police forces and fire departments to assist them in implementing employment equity programs. Fire fighting and policing brochures and posters are also available.

FRENCH LANGUAGE SERVICES

SOL GEN 11

25 Grosvenor St., 11th Flr.
Toronto M7A 1Y6
416-963-3694

This office advises on the provision of French language services within the Ministry's programs and monitors the delivery of services in French. It assists managers with implementation of the French Language Services Act; liaises with francophone associations; advises

managers on how to meet the needs of the Franco-Ontarian community; coordinates the standardization of Ministry terminology in French; and administers a French language training program for Ministry employees.

PUBLIC SAFETY DIVISION

EMERGENCY PLANNING ONTARIO

SOL GEN 12

27 Carlton St., 5th Flr.

Toronto M5B 1L2

416-965-6708

Fax 416-340-2298

This office's functions include: assisting and encouraging municipalities in the development of **emergency** plans and exercises; develops and presents workshops/services relating to municipal emergency preparedness; administering tasks set forth in the Province of Ontario **Nuclear** Emergency Plan; coordinating the planning for those categories of emergency assigned to the Solicitor General; and monitoring other provinces' emergency plans. The office also facilitates inter-ministry/agency coordination in emergency planning and operations; liaises with and assists federal, provincial, municipal and private sector contributors meeting emergencies in Ontario; arranges for the loan of films/videotapes from the Canadian Emergency Prepared College in Arnprior; organizes attendance at emergency planning courses/seminars held at the college and processes applications/claims for funds made available by the Federal government for emergency planning and preparedness under the **Joint Emergency Preparedness Program (JEPP)**.

CENTRE OF FORENSIC SCIENCES

SOL GEN 13

25 Grosvenor St., 2nd Flr.

Toronto M7A 2G8

416-965-2561

The Centre of Forensic Sciences prepares legally admissible evidence for law enforcement officers, attorneys, coroners, etc., by scientific examination of physical objects and materials. The centre also supervises Ontario's breath testing program, acquires and maintains **breathalyzers**, and trains operators (965-9507). A **library** offers **educational** programs and materials for persons and agencies using **forensic science** services.

OFFICE OF THE FIRE MARSHAL ADMINISTRATIVE SERVICES

SOL GEN 14

7 Overlea Blvd., 3rd Flr.

Toronto M4H 1A8

416-325-3108

Fax 416-325-3126

Administrative Services provides financial, human resources, purchasing and general management support services to the Office of the Fire Marshal (OFM). Preparation and monitoring of budgets for ten cost centres within Fire Safety Services is coordinated by this unit. It is also responsible for the requisitioning, placement, repair/maintenance and retirement of all 230 OFM **vehicles**, and the management of all related vehicle records.

Other services include inventory coordination, general stock and stationery supplies and equipment requisitioning, as well as the provision of mail distribution, shipping facilities and monitoring of staff training and development.

OFFICE OF THE FIRE MARSHAL
TECHNICAL, RESEARCH AND CONSULTING SERVICES

SOL GEN 15

7 Overlea Blvd., 3rd Flr.
Toronto M4H 1A8
416-325-3200
Fax 416-325-3213

Technical, Research and Consulting Services provides technical support in the investigation of fires, and **research** aimed at determining causes of fire. This unit issues **licences** to installers of **lightning rods** and inspects installations; advises ministries and agencies on, and participates in the development of **fire** legislating standards; assesses results of product tests for fire **safety**; and approves plans for government-funded **buildings**, including institutions and **hotels**. Activities include administering the **Fire Code Commission** and **Ontario Fire Code Regulation 67/87**, made under the Fire Marshals Act, and advising the public, architects, engineers and municipal officials, including fire departments, on fire prevention.

The unit is also responsible for monitoring information on the location of licensed users of **radioactive** material in Ontario.

Technical, Research and Consulting is also responsible for Statistical Services which compiles information from approximately fifteen thousand occurrence reports, comprised of fire, vehicle, response and casualty records, received each month from all the fire departments in Ontario. The information is keyed and transmitted on a monthly basis to a central **computer** system which provides **statistical** and investigative information to fire investigators, insurance companies, other government agencies, news media, private companies and all fire departments in Ontario. The data is also used to compile "**Fire Losses in Ontario**", published annually.

OFFICE OF THE FIRE MARSHAL
FIRE INVESTIGATION SERVICES

SOL GEN 16

7 Overlea Blvd., 3rd Flr.
Toronto M4H 1A8
416-325-3130
Fax 416-325-3126

Fire Investigation Services investigates the causes of **fires** involving a **death** or large loss, a possibility of **arson**, or a **gaseous** explosion, and assists Crown attorneys and coroners dealing with these matters. Telephone numbers for fire investigators and the areas they serve are listed below. If an investigator is not available, notify senior investigators at the Toronto office above during normal business hours. If investigators are required between 1700 hours on Friday and 0800 hours on Monday or on statutory holidays, requests should be directed to the **Regional Dispatch Centres** listed below:

District No. 1 Cottam
519-839-4566
Weekends & Holidays
Regional Dispatch Centre
Chatham Fire Department
519-436-3295
(County of Essex)

District No. 2 Sarnia
519-869-6791
Weekends & Holidays
Regional Dispatch Centre
Chatham Fire Department
519-436-3295
(County of Kent and Lambton)

District No. 3 London

519-473-9193

Weekends & Holidays

Regional Dispatch Centre

Chatham Fire Department

519-436-3295

(Counties of Elgin, Middlesex
and Oxford)

District No. 4 Paris

519-442-7266

Weekends & Holidays

Regional Dispatch Centre

Hamilton Fire Department

416-546-3333

(Brant County, the Regions of
Haldimand-Norfolk and Halton)

District No. 5 Hamilton

416-525-8622

Weekends & Holidays

Regional Dispatch Centre

Hamilton Fire Department

416-546-3333

(Regional Municipality of
Hamilton-Wentworth)

District No. 6 Caledonia

416-765-0347

Weekends & Holidays

Regional Dispatch Centre

Hamilton Fire Department

416-546-3333

(Region of Niagara west of
Regional Road #24 and the
Region of Hamilton-Niagara)

District No. 7 St. Catharines

416-546-3333

Weekends & Holidays

Regional Dispatch Centre

Hamilton Fire Department

416-546-3333

(Region of Niagara)

District No. 8 Kitchener

519-741-0062

Weekends & Holidays

Regional Dispatch Centre

City of Chatham Fire Dept.

519-436-3295

(Region of Waterloo, Wellington
County south of No. 9 Highway)

District No. 9 Mount Forest

519-323-4678

Weekends & Holidays

Regional Dispatch Centre

City of Chatham Fire Dept.

519-436-3295

(Counties of Huron, Bruce, Grey,
Dufferin, Perth, Lambton and
Wellington north of No. 9 Highway)

District No. 10 Mississauga

416-822-0464

Weekends & Holidays

Regional Dispatch Centre

Hamilton Fire Dept.

416-546-3333

(Region of Peel)

District No. 12 Belleville

613-969-0381

Weekends & Holidays

Regional Dispatch Centre

Kingston Fire Department

613-548-4002

(Counties of Northumberland,
Hastings, Victoria, Peterborough,
Prince Edward and Haliburton)

District No. 13 Kingston

613-634-0390

Weekends & Holidays

Regional Dispatch Centre

Kingston Fire Department

613-548-4002

(Counties of Frontenac,
Lennox and Addington,
Leeds and Grenville)

District No. 14 Wales Village

613-534-8566

Weekends & Holidays

Regional Dispatch Centre

Kingston Fire Department

613-548-4002

(Counties of Prescott & Russell,
and Stormont, Dundas & Glengarry)*District No. 15 Ottawa*

613-825-0336

Weekends & Holidays

Regional Dispatch Centre

Kingston Fire Department

613-548-4002

(City of Ottawa and County
of Renfrew)*District No. 16 Sudbury*

705-897-5058

Weekends & Holidays

705-675-4550

Weekdays Sudbury Regional Office

Regional Dispatch Centre

Sudbury Fire Department

705-674-8160

(Districts of Muskoka, Parry Sound,
Haliburton and Nipissing,
Manitoulin, Sudbury, Cochrane
and Timiskaming)*District No. 17 Sudbury*

705-969-5630

Weekends & Holidays

705-675-4550

Weekdays Sudbury Regional Office

Regional Dispatch Centre

Sudbury Fire Department

705-674-8160

(District of Nipissing, Muskoka
Manitoulin, Sudbury,
Parry Sound, Cochrane,
and Timiskaming)*District No. 18 Sault Ste. Marie*

705-949-1904

Weekends & Holidays

Regional Dispatch Centre

Sudbury Fire Department

705-674-8160

(District of Algoma)

District No. 19 Thunder Bay

807-475-4354

Weekends & Holidays

Regional Dispatch Centre

Sudbury Fire Department

705-674-8160

(Districts of Thunder Bay,
Rainy River and Kenora)*District No. 20 Metro Toronto**East of Yonge St. and Region**of Durham*

08:00 hours to 16:15 hours

Monday to Friday

416-965-4861

Weekends, Holidays and Evenings

Central Dispatch

Toronto Fire Department

416-363-2138

(Metropolitan Toronto, West
of Yonge St. Region of York, West
of Hwy. 11)*District No. 21 Metro Toronto**West of Yonge St. Region of York*

08:00 hours to 16:15 hours

Monday to Friday

416-965-4861

Evenings, Weekends and Holidays

Central Dispatch

Toronto Fire Department

416-363-2138

(Metropolitan Toronto, East of
Yonge St. Region of York, East of
Hwy. 11 and Region of Durham)*District No. 22 Sudbury*

705-969-5554

Weekends & Holidays

705-675-4550

Weekdays Sudbury Regional Office

Regional Dispatch Centre

Sudbury Fire Department

705-674-8160

(Districts of Muskoka, Parry
Sound, Cochrane, Timiskaming,
Nipissing, Manitoulin and Sudbury)

District No. 23 Ottawa

613-833-0614

Weekends & Holidays

Regional Dispatch Centre

Kingston Fire Department

613-548-4002

(Region of Ottawa-Carleton,
excluding the City of Ottawa,
Lanark County)

OFFICE OF THE FIRE MARSHAL
FIRE SAFETY AND INSPECTION SERVICES

SOL GEN 17

7 Overlea Blvd., 3rd Flr.

Toronto M4H 1A8

416-325-3171

Fax 416-325-3190

Fire Safety and Inspection Services provides **fire** safety, inspection and advisory services to a variety of facilities, including **hotels, homes for special care, motion picture theatres, homes for the aged and nursing homes**. Not all individual establishments of the types listed are serviced by the Office of the Fire Marshal. In addition, an **Inspection and Public Education Assist Program** is provided for volunteer and small composite fire departments. There are 60 regional offices located throughout the province. For information, call the head office in Toronto at the above number.

OFFICE OF THE FIRE MARSHAL
FIRE ADVISORY SERVICES

SOL GEN 18

7 Overlea Blvd., 3rd Flr.

Toronto M4H 1A8

416-325-3153

Fax 416-325-3162

Fire Advisory Services assists **municipalities** in establishing **fire** departments, conducts fire protection **surveys**, and makes recommendations to municipal councils for improving the standards of fire prevention and fire fighting services. The unit prepares fire fighting equipment specifications; assists fire departments in developing and improving their fire prevention and training programs; and develops and monitors **Northern Ontario** fire protection programs, providing related **statistics**.

Fire Advisory Services also administers the **Provincial Auto Extrication Grant Program** to assist municipalities in purchasing equipment for rescuing traffic **accidents** victims. Training in hazardous materials and advice on response incidents are provided to fire department personnel.

Headquarters

7 Overlea Blvd.

Toronto M4H 1A8

416-325-3153

Fax 416-325-3162

Northern Fire Protection Complex
Provincial Government Offices Rd.
P. O. Box 2220

Sudbury P3A 4S1

705-523-6907

Fax 416-523-6911

(Unorganized Communities and
Sudbury District and
Manitoulin District)

Barrie District

58 Cartwright Dr.

Barrie L4M 6G3

705-739-6226

(County of Simcoe
District of Muskoka)*Belleville District*

16 Sherwood Cres.

Belleville K8P 5G2

613-967-7730

(Counties of Hastings,
Northumberland and Prince Edward)*Chatham District*

120 Llydican Ave. Extn.

Chatham N7L 3E6

519-351-6227

(Counties of Essex, Kent and
Lambton)*Dryden District*

Box 18, Group 3

Anton Rd., R. R. 2

Dryden P8N 2Y5

807-937-2091

(District of Kenora)

Fort Francis District

832 Phair Ave.

Fort Francis P9A 2M4

807-274-6886

(District of S/W Kenora
and Rainy River)*Kapuskasing District*

Box 99, Site 4, R. R. 3

New Liskeard P0J 1P0

705-647-4935

(District of Cochrane)

Kingston District

996 Ryan Court

Kingston K7P 2N1

613-389-7344

(Counties of Frontenac, Leeds and
Grenville, Lennox and Addington)*London District*

165 Rembrandt Place

London N6C 5G9

519-649-7939

(Counties of Elgin, Huron and
Middlesex)*New Liskeard District*

Box 99, Site 4, R. R. 3

New Liskeard P0J 1P0

705-647-4935

(District of Timiskaming)

Simcoe District

39 Freeman Cres.

Simcoe N3Y 5K1

519-426-8112

(Regions of Haldimand-Norfolk,
Hamilton-Wentworth, Niagara and
County of Brant)*North Bay District*

103 Turner Dr.

North Bay P1A 4H5

705-497-0666

(District of Nipissing)

Ottawa District

349 Montgomery St.

Vanier K1L 7X1

613-749-4401

(Region of Ottawa, Counties of
Prescott & Russell, and Stormont,
Dundas & Glengarry)*Owen Sound District*

R. R. 2

Kemble N0H 1S0

519-371-4311

(Counties of Bruce,
Dufferin and Grey)*Parry Sound District*

5 Waubuno Rd.

Parry Sound P2A 2B3

705-746-4827

(District of Parry Sound)

Peterborough District

1663 Ramblewood Dr.

Peterborough K9K 2B1

705-741-4693

(Region of Durham, Counties of
Haliburton, Peterborough and
Victoria)

Renfrew District

863 Kedrosky Dr.

Renfrew K7V 4C8

613-432-8674

(Counties of Lanark and Renfrew)

Sault Ste. Marie District

185 Caddy Ave.

Sault Ste. Marie P6A 6H7

705-945-9120

(District of Algoma)

Thunder Bay District

3231 Feaver Rd., R. R. 4

Thunder Bay P7C 4Z2

807-475-9717

(District of Thunder Bay)

Waterloo District

617 Pine Island Cres.

Waterloo N2V 1T3

519-885-5988

(Region of Waterloo, Counties
of Perth, Wellington and Oxford)

York-Metro District

47 Barr Cres.

Brampton L6Z 3E2

416-846-8503

(Regions of Metropolitan
Toronto, York, Halton and Peel)

OFFICE OF THE FIRE MARSHAL
PUBLIC INFORMATION

7 Overlea Blvd., 3rd Flr.

Toronto M4H 1A8

416-325-3100

Fax 416-325-3126

SOL GEN 19

Public Information provides **information services** on **fire** prevention and public **safety**. Articles and information are released to the news media, and **municipal** fire departments are supplied with technical, legal and educational publications for public distribution. The unit also publishes fire loss **statistics**, and makes **films** and **audio-visual** materials available to community groups, corporations, fire departments and interested members of the public.

OFFICE OF THE FIRE MARSHAL
ONTARIO FIRE COLLEGE

Muskoka Rd. 18

P. O. Box 850

Gravenhurst P0C 1G0

705-687-2294 General Inquiry

705-687-2294 Principal

705-687-3419 Registrar

Fax 705-687-7911

SOL GEN 20

The Ontario Fire College offers in-residence courses of study in fire protection technology to **municipal fire** department officers. Together with Fire Advisory Services, the College conducts regional training for municipal fire fighters in the basic skills of fire prevention and fire fighting. Curriculum assistance in the development of fire fighter training programs is offered to county mutual fire aid associations.

OFFICE OF THE CHIEF CORONER

SOL GEN 21

26 Grenville St., 2nd Flr.
 Toronto M7A 2G9
 416-965-6678
 416-965-6006 After Hours
 Fax 416-324-3766

Coroners investigate sudden and unexpected **deaths**; inform the public about prevention of similar deaths; order **autopsies** for medicolegal reasons; conduct **inquests**; and sign certificates for **cremation** and for shipment of bodies out of Ontario. The office administers the **Human Tissue Gift Act** and the **Anatomy Act**, concerning donation of **bodies** or parts of bodies for transplants, medical education or scientific research. Adults may give consent by signing the donor section of **driver licences** or a donor card available from the Office of the Chief Coroner; orally, during last illness in the presence of at least two witnesses; or in writing. The office inspects **schools** of anatomy in Ontario, and supplies them with donated or unclaimed bodies. For information, contact the Office of the Chief Coroner listed above or regional coroners listed below.

Regional Coroner
 General Delivery
 P. O. Box 10027
Bracebridge P0B 1C0
 Fax 705-645-9926
 (Northeastern)

Regional Coroner
 P. O. Box 3000
Dryden P8N 3B3
 807-223-6956
 (Northwestern Region)

Regional Coroner
 1500 Merivale Rd.
Nepean K2E 6Z5
 613-239-1251
 (Eastern Region)

Regional Coroner
 P. O. Box 2297
Orillia L3V 6S2
 705-326-8400
 (South Georgian Bay Region)

Regional Coroner
 555 George St. N.
Peterborough K9H 3S1
 705-745-9887
 (Central Region)

Regional Coroner
 P. O. Box 604
Sarnia N7T 7J4
 519-344-1180
 (Southwestern Region)

Regional Coroner
 P. O. Box 580
St. Catharines L2R 6W8
 416-682-9209
 (Niagara Region)

Regional Coroner
 26 Grenville St.
Toronto M7A 2G9
 416-965-6678
 (Metro Toronto Region)

FORENSIC PATHOLOGY BRANCH

SOL GEN 22

26 Grenville St.
 Toronto M7A 2G9
 416-965-1554

The Forensic Pathology Branch assists in determining the cause of **death** in unusual circumstances, and in unveiling concealed homicides through **autopsies**, biological and other techniques of **forensic science**. The branch supervises regional pathologists, who are not necessarily employed by the government but are called upon by coroners, when necessary,

to perform forensic investigations. Support is provided for pathologists' and law enforcement officers' continuing **education** in legal medicine and investigation of sudden death.

POLICING SERVICES DIVISION

POLICING SERVICES DIVISION

SOL GEN 23

25 Grosvenor St., 9th Flr.

Toronto M7A 2H3

416-965-6071

Fax 416-963-2089

The Policing Services Division is responsible for promoting policing excellence through training, development of professional standards and new programs, and for providing an advisory and liaison service to the police community. The adequacy of these programs and the quality of municipal police service in Ontario are ensured by conducting audits and investigations. Law enforcement is assisted by the maintenance of the **Criminal Intelligence Service of Ontario**.

ONTARIO POLICE COLLEGE

SOL GEN 24

P. O. Box 1190

Aylmer N5H 2T2

519-773-5361

Fax 519-773-5762

The Ontario Police College is designed to provide a complete training program for Ontario **police** services, from probationary constable through supervisory and management levels. Specialized training courses are offered in all situations where a need is demonstrated. In addition, the college develops programs to coordinate and complement in-service training undertaken at the individual force level. Distribution of annual publications (e.g., Calendar of Courses, Police **Education** Report, etc.) is restricted to those police services, agencies, ministries, etc., interested in the training of law enforcement and related enforcement personnel.

POLICE SUPPORT PROGRAMS BRANCH

SOL GEN 25

25 Grosvenor St., 9th Flr.

Toronto M7A 2H3

416-965-6071

Fax 416-963-2089

The Police Support Programs Branch serves as the operational arm of the Policing Services Division. Branch advisers carry out regular audits and inspections of all **municipal** forces and selected OPP detachments to ensure operational and administrative adequacy, as required by the **Police Services Act** of Ontario. A wide range of advisory services on all **police** matters is available to governing authorities, their respective police forces and police associations.

STANDARDS AND NEW PROGRAMS BRANCH

SOL GEN 26

25 Grosvenor St., 9th Flr.

Toronto M7A 2H3

416-965-3281

Fax 416-963-2089

The branch, through the Information and Liaison Section, provides a variety of support services with regard to information, statistics, workload studies and resources assessment in municipal police forces. The Program Development Section, within the branch, pro-

vides support to a range of community-based initiatives such as crime prevention, Reduced Impaired Driving Everywhere **RIDE**, and community policing.

The Standards Section develops standards of performance, practices and procedures for police services in Ontario.

Race relations and policing initiatives are supported by Regional Consultants and the Central Registrant Inventory Unit.

Members of racial minority groups (aboriginal, disabled, women) who are interested in a policing career can register with the Central Registrant Inventory Unit (325-3468/69, Toll free 1-800-565-4051, Fax 325-3470).

POLICE SUPPORT PROGRAMS BRANCH OPERATION SUPPORT SERVICES SECTION

SOL GEN 27

25 Grosvenor St., 10th Flr.

Toronto M7A 2H3

416-965-3281

Fax 416-963-2089

Operations Support Services Section, Police Support Programs Branch, is responsible for the application and control of the **Canadian Police Information Centre (CPIC)** system within the Province of Ontario. This role involves auditing Ontario's **police** agencies to ensure compliance with CPIC and Ontario policy, as well as establishing CPIC policy and managing the CPIC network in the province. The section also operates the Suspension Control Centre which maintains Driver Licence Suspension Information on CPIC.

INFORMATION TECHNOLOGY DIVISION

INFORMATION TECHNOLOGY DIVISION

SOL GEN 28

76 College St., 5th Flr.

Toronto M5G 1L1

416-965-5127

The Information Technology Division is responsible for the promotion, maintenance and operation of information technology to increase the efficiency and effectiveness of the Ministry and the client group it serves, through proper deployment and utilization of information technology resources.

ONTARIO PROVINCIAL POLICE

PROFESSIONAL STANDARDS BRANCH ONTARIO PROVINCIAL POLICE

SOL GEN 29

90 Harbour St.

Toronto M7A 2S1

416-965-2264

The Professional Standards Branch assists the Commissioner in administering internal **employee** issues, discipline procedures, and resolution of **public complaints** (965-0282) relating to Ontario Provincial Police employees, auxiliary **police** members, **Ontario Government Protective Service** employees and First Nations constables. The branch also investigates **Police Services Act** offences (965-0282), prepares Police Services Act **trials**, and administers the OPP honours and **awards** program (965-4406).

MEDIA RELATIONS BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-3900

SOL GEN 30

Media Relations Branch provides media outlets with a contact point for inquiries and information on the Ontario Provincial Police. It issues news releases, arranges news conferences and liaises between OPP members and the media. The branch also designs programs for better communication with the media, advises senior OPP management on media issues, and formulates media training sessions for members. The OPP Review magazine, intended for in-house distribution, is produced by this branch.

DEPUTY COMMISSIONER—SERVICES

POLICY AND PLANNING BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-2542
Fax 416-965-0736

SOL GEN 31

Policy and Planning Branch supports the goals, objectives and values of the Ontario Provincial Police (OPP) by providing a comprehensive, consultative, coordinative, responsive and timely research and development capability in the areas of strategic and tactical planning, policy and procedures, **statistical** information services and **library** information services.

ADMINISTRATIVE SERVICES DIVISION

PROGRAM EVALUATION BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4434

SOL GEN 32

The Program Evaluation Branch conducts comprehensive **audits** of the programs and activities of the Ontario Provincial Police (OPP). This ensures that the aims of senior management are being met through effective and efficient utilization of resources. The branch also undertakes special studies, assignments and inspections.

TRAINING BRANCH
PROVINCIAL POLICE ACADEMY
Queen St. W. & McLaughlin Rd. S.
P. O. Box 266
Brampton L6V 2L1
416-459-4193
416-965-4818
416-965-4904

SOL GEN 33

The Training Branch is responsible for the design and delivery of **police** training courses (not otherwise provided by the Ontario Police College), including recruitment, orientation, advanced law enforcement and management, to all levels of the Ontario Provincial Police (OPP) Force. The branch also offers a wide range of specialized training courses on

tactics, search and rescue, marine, crowd management, scuba, motorcycles, explosives disposal, and police dogs; gives in-service lectures for field personnel; and coordinates the attendance of all members at training courses conducted by other agencies. The Academy has a **library** service for members, and an **audio-visual** unit which produces a variety of programs for the OPP. In addition, the Training Branch ensures that Ontario Government priorities such as multiculturalism, employment equity and other programs, are immediately reflected in existing training courses and/or seminars.

STAFF SERVICES BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4468

SOL GEN 34

The Staff Services Branch administers personnel services to the Ontario Provincial **Police** (OPP). The Uniform Recruitment Section (965-4468) handles uniformed staff recruitment. The Staff Development Section (965-4468) provides staff development, management training courses, promotional process performance reviews and position description maintenance. The Resource Deployment Section (965-8219) coordinates postings and transfers within the force, maintains a computerized human resource inventory, and handles statistics and uniformed staff personnel records. The Staff Relations Section (965-4468) offers service to OPP staff and families, counsels employees with problems affecting performance, and liaises with the **Ontario Provincial Police Association**. An **Employment Equity** Section (324-4911), strictly for the OPP, has become part of this branch.

SUPPORT SERVICES DIVISION

TRANSPORT AND SUPPLY BRANCH
ONTARIO PROVINCIAL POLICE
128 Queen's Quay E.
Toronto M5E 1T8
416-965-4477 Transport
416-965-4485 Supply
Fax 416-324-4480 Transport
Fax 416-324-6792 Supply
Fax 416-965-4102 Vehicle Control

SOL GEN 35

The Transport and Supply Branch provides and maintains mobile equipment to meet Ontario Provincial **Police** (OPP) **transportation** needs. A branch garage is located at the OPP district headquarters in Thunder Bay (807-344-6831). For addresses of OPP district headquarters, see the OPP Field Districts entry. Transport and Supply Branch also stocks and distributes uniforms, equipment, and forms used by the Ontario Provincial Police, the **Ontario Government Protective Service**, First Nations policing and auxiliary police. A repository is maintained for **weapons** which have been seized by police forces throughout the province, and cleared by the courts for disposal.

SYSTEMS SUPPORT BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-2638 Administrative Services
416-314-4350 Telecom. Operations
416-965-9641 Systems Implementation
Fax 416-324-3534 Admin. Services
Fax 416-963-3300 Telecom. Operations

SOL GEN 36

The Systems Support Branch provides operational support to the Ontario Provincial Police (OPP), and other law enforcement agencies, through the maintenance, operation and delivery of computing and telecommunications equipment, user programs and related support services. The branch also provides for the Ontario Municipal and Provincial Police Automation Cooperative (OMPPAC) implementation, support and training for the OPP.

The branch's responsibilities are: receive and distribute information about major occurrences to GHQ Communications Centre and duty NCO office, 24 hours per day; coordinate the movement of **Canadian Police Information Centre (CPIC)** terminals and conduct the internal audit of CPIC. It houses the **Suspension Control Centre**, which provides driver licence suspension information to police forces within the province.

RECORDS AND REGISTRATION BRANCH
RECORDS SECTION
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4456
Fax 416-963-3455

SOL GEN 37

The Records Section maintains administrative files, and provides operational support the OPP and other government agencies. This section operates a mail distribution centre, an administrative records depository and registry, a criminal occurrence inquiry centre and registry, a record microfilm centre and a multifaceted printing and duplicating centre.

RECORDS AND REGISTRATION BRANCH
CHIEF PROVINCIAL FIREARMS OFFICE
ONTARIO PROVINCIAL POLICE
125 Lakeshore Blvd. E.
Toronto M5E 1P6
416-965-4488
Fax 416-324-6854

SOL GEN 38

Mailing Address:
90 Harbour St.
Toronto M7A 2S1

The Chief Provincial Firearms Officer, who represents the Solicitor General in all **firearms** matters, administers Canada's gun control program in Ontario. Responsibilities include operating the **Firearms Business Permit System** (inspection and **licensing** of all outlets buying, selling or manufacturing restricted and non-restricted weapons and **ammunition**); coordinating the **Firearms Acquisition Certificate System** for the province; and inspecting **shooting clubs** Ranges and Museums that have applied for the Solicitor General's approval pursuant to the Criminal Code (Canada). The office is also responsible for issuing **permits**

to carry restricted weapons in Ontario, as outlined in the Criminal Code (Canada). Firearms acquisition certificates and permits to **transport** restricted weapons are issued by municipal police forces in municipalities with populations exceeding 15,000. In smaller communities, this function is the responsibility of the local Ontario Provincial Police (OPP) Detachment, listed under the OPP Field Districts entry.

*Records and Registration Branch
Chief Provincial Firearms Office
Ontario Provincial Police
985 Adelaide St. S.
London N6E 1W1
519-685-3713
(London Unit)*

*Records and Registration Branch
Chief Provincial Firearms Office
Ontario Provincial Police
740 Great Northern Road
Box 399
Sault Ste. Marie P6A 5M1
705-942-5151
(Sault Ste. Marie Unit)*

*Records and Registration Branch
Chief Provincial Firearms Office
Ontario Provincial Police
937 Teron Rd., P. O. Box 13490
Kanata K2K 1X6
613-592-6061
(Ottawa Unit)*

**RECORDS AND REGISTRATION BRANCH
PRIVATE INVESTIGATORS AND SECURITY
GUARDS SECTION
ONTARIO PROVINCIAL POLICE
125 Lakeshore Blvd. E.
Toronto M5E 1P6
416-965-5814
Fax 416-324-6854**

SOL GEN 39

Mailing Address:
90 Harbour Street
Toronto M7A 2S1

This office administers and enforces the provisions of the Private Investigators and Security Guards Act. This section processes the applications for the **licensing** of persons and agencies that provide the services of private investigators and **security** guards. It also operates Investigative Unit (965-5001) and Registrar's Office (965-3038) that investigate complaints, inspections and hearings under the **Private Investigators and Security Guards Act**.

**DEPUTY COMMISSIONER—FIELD OPERATIONS
FIELD SUPPORT DIVISION**

**FIELD COORDINATION BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4890**

SOL GEN 40

The Field Coordination Branch provides coordination and liaison for the Field Operations Division and 16 districts. The branch consists of three sections, Administration Section, Emergency Response Section and Operations Section.

FIELD COORDINATION BRANCH
ADMINISTRATION SECTION
ONTARIO PROVINCIAL POLICE
90 Harbour St., 3rd Flr.
Toronto M7A 2S1
416-965-8139

SOL GEN 41

This section contains three support units, Administration Support Unit (965-4890), Research and Analysis Unit (965-8139), and the Special Events Unit (965-4890).

FIELD COORDINATION BRANCH
EMERGENCY RESPONSE SECTION
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4400/4890

SOL GEN 42

The Emergency Response Section monitors the training and operational aspects of the OPP Tactics and Rescue Units, Search and Rescue Units, Crowd Management, Incident Commanders, Crisis Negotiators and Emergency Planning.

FIELD COORDINATION BRANCH
OPERATIONS SECTION
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4474

SOL GEN 43

The Operations Section contains the Community Policing Services Unit which develops and administers **crime** prevention and **safety** programs for the Ontario Provincial Police. This section also contains the Citizen Support Unit, Auxiliary Police Unit (965-4400/4890), Helicopter Maintenance, Helicopter Operations, Explosives Disposal Unit (459-5097), Canine Unit (459-5133), Underwater Search and Rescue Unit (459-5025), District/Detachment Planning (964-4474/4890) and Community Policing Services Unit, Crime Stoppers (965-4474/4890).

TRAFFIC AND MARINE BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-5444
Fax 416-965-1817

SOL GEN 44

The Traffic and Marine Branch provides traffic resource expertise for the Ontario Provincial Police (OPP) and other police forces. Investigations of serious **motor vehicle** collisions are monitored to ascertain **accident** causation and determine means to make **highways** safer. The branch develops, coordinates and maintains effective and efficient **traffic** enforcement programs to reduce traffic collisions and associated losses.

Branch responsibilities include enforcing the Transportation of **Dangerous Goods Enforcement Program**, managing the **Waterways Policing Program**, and liaising with the Ministry of Natural Resources and the Canadian Coast Guard on marine matters within the province.

FIRST NATIONS AND CONTRACT POLICING BRANCH

SOL GEN 45

ONTARIO PROVINCIAL POLICE

90 Harbour St.
Toronto M7A 2S1
416-965-4308/9
Fax 416-965-2777

The First Nations and Contract Policing Branch is responsible for the First Nations Policing Program in Ontario, as well as, **municipal policing** contracts. Responsibilities include the appointment of First Nations constables, at the request of **First Nations Councils**, to supplement the policing on their particular First Nations Territory. The Ontario Provincial Police (OPP) administers the training, salary and equipment of First Nations constables through the provisions of a **First Nations Policing Agreement**. Municipal policing agreements are drawn up between various municipalities and the Ministry of the Solicitor General. District headquarters and detachments are listed in the OPP field districts entry.

FIELD DISTRICTS ONTARIO PROVINCIAL POLICE

SOL GEN 46

Ontario Provincial Police (OPP) field operations are undertaken through 16 districts and 180 detachments, listed below. The district commander is responsible for OPP activities within each district, and heads an internal administration unit. Each district headquarters has **criminal, traffic, identification**, communications and a community services coordinator. With the exception of the community services coordinator, district headquarters personnel primarily offer internal supervision and support for the OPP detachments.

Detachment personnel provide enforcement and investigative **policing** services within their particular detachment area. In **emergencies**, the OPP can be contacted through the toll-free numbers unique to the area covered by each district, except Northern Ontario where operator assisted Zenith 50000 is still in effect.

DISTRICT HEADQUARTERS

No. 5 District Aurora
100 Bloomington Rd. W.
Box 2500
Aurora L4G 6J8
416-841-5777
416-963-1595
Fax 416-841-7888
If long distance dial
1-800-263-2277 (24 hrs.)
1-800-263-2271 (24 hrs. TDD)

No. 7 District Barrie
20 Rose St.
Box 550
Barrie L4M 4T7
705-726-2220
Fax 705-726-0685
If long distance dial
1-800-461-4455 (24 hrs.)
1-800-461-4459 (24 hrs. TDD)

No. 9 District Belleville
400 North Front St.
Belleville K8P 3C9
613-968-5547
Fax 613-968-2231
If long distance dial
1-800-267-7444 (24 hrs.)
1-800-267-7448 (24 hrs. TDD)

No. 3 District Burlington

1160 North Shore Blvd. E.

Box 5021

Burlington L7R 3Y8

416-681-2591

Fax 416-333-3760

If long distance dial

1-800-263-4242 (24 hrs.)

1-800-263-4246 (24 hrs. TDD)

No. 1 District Chatham

535 Park Ave. E.

Box 990

Chatham N7M 5L6

519-352-7660

Fax 519-352-8591

If long distance dial

1-800-265-9888 (24 hrs.)

1-800-265-9464 (24 hrs. TDD)

No. 17 District Kenora

222 Water St.

Box 1080

Kenora P9N 3X7

807-468-3357

Fax 807-468-4264

If long distance ask operator
for Zenith 50000 (24 hrs.)

No. 2 District London

823 Exeter Rd.

London N6E 1W1

519-681-0851

Fax 519-685-5653

If long distance dial

1-800-265-7191 (24 hrs.)

1-800-265-7198 (24 hrs. TDD)

No. 11 District Long Sault

Mille Roches Rd.

Box 430

Long Sault K0C 1P0

613-534-2209

Fax 613-534-8176

If long distance dial

1-800-267-2677 (24 hrs.)

1-800-267-2671 (24 hrs. TDD)

No. 6 District Mount Forest

630 Main St. N.

Box 3250

Mount Forest N0G 2L0

519-323-4070

Fax 519-323-3876

If long distance dial

1-800-265-2525 (24 hrs.)

1-800-265-2529 (24 hrs. TDD)

No. 12 District North Bay

Chippewa & Rose St.

Box 686

North Bay P1B 8J8

705-495-3880

Fax 705-495-3888

If long distance dial

1-800-461-6777 (24 hrs.)

1-800-461-6778 (24 hrs. TDD)

No. 10 District Perth

75 Dufferin St.

Box 160

Perth K7H 3E3

613-267-6780

Fax 613-267-3524

If long distance dial

1-800-267-8919 (24 hrs.)

1-800-267-8917 (24 hrs. TDD)

No. 8 District Peterborough

453 Lansdowne St. E.

Box 477

Peterborough K9J 6Z6

705-748-5522

Fax 705-748-4956

If long distance dial

1-800-461-6488 (24 hrs.)

1-800-461-6487 (24 hrs. TDD)

No. 14 District Sault Ste. Marie

740 Great Northern Rd.

Box 399

Sault Ste. Marie P6A 5M1

705-945-6836

Fax 705-945-6842

If long distance dial

1-800-668-6777 (24 hrs.)

1-800-668-6778 (24 hrs. TDD)

No. 15 District South Porcupine
 Hwy. 101 & Legion Dr.
 Box 700
South Porcupine P0N 1H0
 705-235-3255
 Fax 705-235-2011
 If long distance dial
 1-800-661-6777 (24 hrs.)
 1-800-661-6778 (24 hrs. TDD)

No. 13 District Sudbury
 Hwy. 69S, McFarlane Lake
 Box 6600
Sudbury P3A 4S2
 705-688-3111
 Fax 705-688-3115
 If long distance dial
 1-800-263-6777 (24 hrs.)
 1-800-263-6778 (24 hrs. TDD)

No. 16 District Thunder Bay
 489 N. Algoma St.
 Box 3080
Thunder Bay P7B 5G5
 807-344-0891
 Fax 807-343-2978
 If long distance ask operator
 for Zenith 50000 (24 hrs.)

DETACHMENTS

Box 965
Alliston L0M 1A0
 705-435-5531

Box 640
Almonte K0A 1A0
 613-256-2222
 Fax 613-256-2222 Ext. 4297

Malden Twp. Detachment
 Box 23
Amherstburg N9V 2Z2
 519-736-3483

Loyalist Plaza
 3 Manitou Cres. W.
Amherstview K7N 1S3
 613-389-8601
 Fax 613-389-8601 Ext. 3997

Box 10
Apsley K0L 1A0
 705-656-4431
 Fax 705-656-4990 Ext. 3797

Box 10
Armstrong P0T 1A0
 807-583-2394
 Fax 807-583-2285

Town Hall, Box 337
Arnprior K7S 3H6
 613-623-3131
 Fax 613-623-3131 Ext. 4297

Box 130
Atikokan P0T 1C0
 807-597-2120

100 Bloomington Rd. W.
 P. O. Box 2500
Aurora L4G 6J8
 416-841-5777

Box 281
Bala P0C 1A0
 705-762-3304

Box 640
Bancroft K0L 1C0
 613-332-2112
 Fax 613-332-2112 Ext. 3497

Box 550
Barrie L4M 4T7
 705-726-6484

Box 180
Beardmore P0T 1G0
 807-875-2125

Box 860
Beaverton L0K 1A0
 705-426-7366

Box 308
Belle River N0R 1A0
 519-728-1810

Belleway Mall, Compartment 8
R. R. 5
Belleville K8N 4Z5
613-968-6495
Fax 613-968-6495 Ext. 3197

Box 387
Blenheim N0P 1A0
519-676-3300

Box 400
Blind River P0R 1B0
705-356-2244

Box 510
Bracebridge P1L 1T8
705-645-2211

Box 220
Bradford L3Z 2A8
416-775-3326
Fax 416-775-3326 Ext. 3297

Box 334
Brantford N3T 5N3
519-753-4161
Fax 519-753-4161 Ext. 3497

Box 117
Brighton K0K 1H0
613-475-1313

Still River Detachment
Box 130
Britt P0G 1A0
705-383-2231
Fax 705-383-2231 Ext. 4197

Box 636
Brockville K6V 5V8
613-345-1790
Fax 613-345-1790 Ext. 3297

Box 514
Burk's Falls P0A 1C0
705-382-2015
Fax 705-382-2015 Ext. 3297

Box 5021
Burlington L7R 3Y8
416-681-2511
Fax 416-681-2451

General Delivery
Caledon East L0N 1E0
416-584-2241
416-454-0552
Fax 416-584-2241 Ext. 3591

Box 2280
R. R. 21
Cambridge N3C 3P8
519-654-0150

Box 790
Campbellford K0L 1L0
705-653-3300
Fax 705-653-5171 Ext. 3597

West Carleton Detachment
Box 98
Carp K0A 1L0
613-839-5566
Fax 613-839-5566 Ext. 4297

Box 337
Casselman K0A 1M0
613-764-5415
Fax 613-764-5415 Ext. 3897

Box 148
Cayuga N0A 1E0
416-772-3322
416-529-8708
Fax 416-772-3322 Ext. 3697

Box 70
Pickle Lake P0V 3A0
807-928-2211

Box 250
Chapleau P0M 1K0
705-864-1715

Box 990
Chatham N7M 5L6
519-352-1122
Fax 519-352-8591

Box 329
Coboconk K0M 1K0
705-454-3311
Fax 705-454-2700 Ext. 3897

Box 8
Cobourg K9A 4K2
416-372-5421

Box 820
Cochrane P0L 1C0
705-272-4391

Box 340
Dowling P0M 1R0
705-855-4525
Fax 705-855-4525 Ext. 3197

Box 550
Dryden P8N 2Z2
807-223-2221

Box 9
Dutton N0L 1J0
519-762-2833

Box 126
Ear Falls P0V 1T0
807-222-3112

Third St.
Elk Lake P0J 1G0
705-678-2226
Fax 705-678-2226 Ext. 3397

Box 189
Elmvale L0L 1P0
705-322-2424
Fax 705-322-2424 Ext. 3997

Box 353
Emo P0W 1E0
807-482-2070

Box 1019
Englehart P0J 1H0
705-544-2233
Fax 705-544-2233 Ext. 3497

Box 1123
Espanola P0P 1C0
705-869-1211
Fax 705-869-1212 Ext. 3297

Box 910
Essex N8M 2Y2
519-776-5276
Fax 519-776-5276 Ext. 3197

245 Main St., N
Exeter N0M 1S3
519-235-1300
Fax 519-235-1300 Ext. 3797

Box 160
Foleyet P0M 1T0
705-899-2456
Fax 705-899-2366

Box 130
Forest N0N 1J0
519-786-2349
Fax 519-786-2349 Ext. 3797

Box 130
Gananoque K7G 2T7
613-382-2195
Fax 613-382-2195 Ext. 3597

Box 339
Geraldton P0T 1M0
807-854-1333
Fax 807-854-0889

Box 306
Glencoe N0L 1M0
519-287-2620

Box 6
Goderich N7A 3Y5
519-524-8314

Box 40
Gogama P0M 1W0
705-894-2345
Fax 705-894-2391

Pinery Park Detachment
Box 460
Grand Bend N0M 1T0
519-243-2735

General Delivery
Grassy Narrows P0X 1B0
807-925-2221

218 Bristol St.
Guelph N1H 3M4
519-822-7250
Fax 519-837-3285

Box 458
Haileybury P0J 1K0
705-672-3323
Fax 705-672-3323 Ext. 3597

Box 305
Hawkesbury K6A 2R9
613-632-2729

Box 608
Hearst P0L 1N0
705-362-4245

Box 10
Hornepayne P0M 1Z0
807-868-2315/19

Box 1056
Huntsville P0A 1K0
705-789-5551

Box 158
Ignace P0T 1T0
807-934-2265

Box 338
Iroquois Falls P0K 1E0
705-232-4087
Fax 705-232-5486

Box 10
Kakabeka Falls P0T 1W0
807-473-9226

Box 10
Kaladar K0H 1Z0
613-336-2244
Fax 613-336-2244 Ext. 3797

Shabaqua Detachment
R. R. 2
Kaministiquia P0T 1X0
807-933-4462
Fax 807-933-4218

Kanata Municipal Detachment
Box 13490
Kanata K2K 1X6
613-592-6061
Fax 613-592-2982

Box 277
Kapuskasing P5N 2Y4
705-335-2238

Box 160
Kemptville K0G 1J0
613-258-3441
Fax 613-258-3441 Ext. 3797

Box 1080
Kenora P9N 3X7
807-468-8971
Fax 807-468-4264

Hwy. 60, R. R. 2
Killaloe K0J 2A0
613-757-2600
Fax 613-757-2600 Ext. 3697

St. Charles St., General Delivery
Killarney P0M 2A0
705-287-2881
Fax 705-287-2633

Box 40
Kincardine N2Z 2Y6
519-396-3341

South Frontenac Detachment
500 O'Connor Dr.
Box 37, Stn. "A"
Kingston K7M 6P9
613-384-2400
Fax 613-384-2400 Ext. 3297

Kingston Municipal Detachment
Box 37, Stn. "A"
500 O'Connor Dr.
Kingston K7M 6P9
613-384-4700
Fax 613-384-4700 Ext. 3297

Gosfield South Twp. Detachment
2021 Division Rd. N.
Kingsville N9Y 2Y9
519-733-2345

Box 100
1390 Government Rd. W.
Kirkland Lake
Swastika P0K 1T0
705-567-5355
Fax 705-567-5355 Ext. 3697

Box 160
Lancaster K0C 1N0
613-347-2449
Fax 613-347-2449

21 Angeline St. N.
Lindsay K9V 5B7
705-324-6741

Box 70
Lion's Head N0H 1W0
519-793-3332

Box 160
Listowel N4W 3H2
519-291-1414

Box 490
Little Current P0P 1K0
705-368-2200
Fax 705-368-2200

823 Exeter Rd.
London N6E 1W1
519-681-0300

Box 430
Long Sault K0C 1P0
613-534-2223
Fax 613-534-8176

Box 218
Longlac P0T 2A0
807-876-2249
Fax 807-876-4868

Box 269
Lucan N0M 2J0
519-227-4423
Fax 519-227-4423 Ext. 3797

Box 490
Madoc K0K 2K0
613-473-4234
Fax 613-473-4234 Ext. 3597

Manitouwadge P0T 2C0
807-826-4641
Fax 807-826-3835

Box 39
Manitowaning P0P 1N0
705-859-3155
Fax 705-859-3155 Ext. 3697

Box 909
Manotick K4M 1A8
613-692-2525/2813

Box 490
Marathon P0T 2E0
807-229-0220
Fax 807-229-3106

Box 433
Markdale N0C 1H0
519-986-2211

Box 602
Matheson P0K 1N0
705-273-2213

770 John St.
Mattawa P0H 1V0
705-744-5503
Fax 705-744-5503 Ext. 3797

Box 430
Maxville K0C 1T0
613-527-2124
Fax 613-527-2124

Box 1028
Meaford N0H 1Y0
519-538-1220

Box 27
Merlin N0P 1W0
519-689-4254

Box 250
Midland L4R 4K8
705-526-3761

L. 13, C4, Cavan Twp.
R. R. 2, Box 130
Millbrook L0A 1G0
705-932-2913
Fax 705-932-2418 Ext. 3997

203 Steeles Ave.
Milton L9T 1Y1
416-878-2307
Fax 416-878-2307 Ext. 3197

Box 1
Minaki P0X 1J0
807-224-3341

Box 188
Mindemoya P0P 1S0
705-377-5386
Fax 705-377-5386 Ext. 3797

Box 58
Minden K0M 2K0
705-286-1431

Port Credit Detachment
49 S. Service Rd.
Mississauga L5G 2R8
416-278-6131
Fax 416-278-6131 Ext. 3297

Box 278
Moosonee P0L 1Y0
705-336-2320
Fax 705-336-2443

Box 855
Morrisburg K0C 1X0
613-543-2949
Fax 613-543-2949 Ext. 3597

Box 3250
Mount Forest N0G 2L0
519-323-3130
Fax 519-323-3876

Box 360
Nakina P0T 2H0
807-329-5364
Fax 807-329-5879

470 Centre St.
Napanee K7R 1P8
613-354-3369
Fax 613-354-3369 Ext. 3397

Box 280
Newcastle L1B 1C2
416-987-4060

Box 358
Niagara Falls L2E 6T8
416-356-1311
Fax 416-356-1311 Ext. 3797

R. R. 1
Nipigon P0T 2J0
807-887-2637
Fax 807-887-3694

Box 96
Noelville P0M 2N0
705-898-2211
Fax 705-898-2211

Box 686
Hwy. 11 N., R. R. 2
North Bay P1B 8J8
705-495-3878
Fax 705-495-3878 Ext. 3197

Northeast Patrol Unit
Box 700
South Porcupine P0N 1H0
705-235-3345
Fax 705-235-2011

Northwest Patrol Unit
Box 128, 4th Ave.
Sioux Lookout P0V 2T0
807-737-1383
Fax 807-737-3241

Box 206
Orillia L3V 6J3
705-326-3536

Ottawa Detachment
Box 13490
Kanata K2K 1X6
613-828-9171
Fax 613-592-2982

Box 486
Owen Sound N4K 5P7
519-376-3433

Box 67
Parkhill N0M 2K0
519-294-6242
Fax 519-294-6242 Ext. 3897

Box 458
Parry Sound P2A 2X5
705-746-4225
Fax 705-746-4225 Ext. 3897

Box 185
Pembroke K8A 4M2
613-735-0188
Fax 613-735-0188 Ext. 3197

Box 160
Perth K7H 3E3
613-267-2626
Fax 613-267-3524

Box 477
Peterborough K9J 6Z6
705-742-0401
Fax 705-748-4956

Box 400
Petrolia N0N 1R0
519-882-1011
Fax 519-882-1011 Ext. 3597

Box 1490
Picton K0K 2T0
613-476-2151
Fax 613-476-2151 Ext. 3697

Norfolk Detachment
Box 68
Port Rowan N0E 1M0
519-586-3526
519-875-2980
Fax 519-586-3526 Ext. 3397

Box 99
Powassan P0H 1Z0
705-724-2016
Fax 705-724-2016 Ext. 3997

Box 399
Prescott KOE 1T0
613-925-4221
Fax 613-925-4222 Ext. 3497

622 Atwood Ave.
Rainy River P0W 1L0
807-852-3271

115 Howey St.
Box 342
Red Lake P0V 2M0
807-727-2418

532 Stewart St. N.
Renfrew K7V 1Y6
613-432-5811
Fax 613-432-5811 Ext. 3397

Box 730
Ridgetown N0P 2C0
519-674-5496

Rockcliffe Park Mun. Detachment
350 Springfield Rd.
Rockcliffe Park
Ottawa K1M 0K7
613-749-9220
Fax 613-749-9220 Ext. 4397

Box 520
Rockland K4K 1K6
613-446-5124
Fax 613-446-5124 Ext. 3697

Box 149
Rolphton K0J 2H0
613-586-2283
Fax 613-586-2283 Ext. 3897

Box 173
St. Thomas N5P 3T7
519-631-2920

Box 399
740 Great Northern Rd.
Sault Ste. Marie P6A 5M1
705-945-6833

Box 400
Schreiber P0T 2S0
807-824-2333
Fax 807-824-3046

Box 38
Sebringville N0K 1X0
519-393-6123
Fax 519-393-5165

Box 220
Sharbot Lake K0H 2P0
613-279-2195
Fax 613-279-2195 Ext. 3897

Hwy. 24, Jct. Hwy. 10 and 29
Shelburne L0N 1S0
519-925-3838

Box 738
Simcoe N3Y 4T2
519-426-3434
Fax 519-426-3434 Ext. 3297

Box 128
Sioux Lookout P0V 2T0
807-737-2020
Fax 807-737-3241

Box 355
Sioux Narrows P0X 1N0
807-226-5211

Box 880
Smooth Rock Falls P0L 2B0
705-338-2711
Fax 705-338-2711 Ext. 3997

Box 130
Sombra N0P 2H0
519-892-3404

Box 700
South Porcupine P0N 1H0
705-235-3345
Fax 705-235-2011

Box 220
Spanish P0P 2A0
705-844-2424
Fax 705-844-2424

Box 970
Stayner L0M 1S0
705-428-3134
Fax 705-428-3134 Ext. 3597

Box 69
Strathroy N7G 3J1
519-245-2323
Fax 519-245-2323 Ext. 3697

Box 1000
Sturgeon Falls P0H 2G0
705-753-2990
Fax 705-753-2990 Ext. 4197

Box 6600
Hwy. 69 S., McFarlane Lake
Sudbury P3A 4S2
705-523-6900
Fax 705-688-3115 Ext. 2197

Tecumseh Municipal Detachment
917 Lesperance Rd.
Tecumseh N8N 1W9
519-735-2424

Box 340
Temagami P0H 2H0
705-569-3633
Fax 705-569-3633 Ext. 4297

Box 160
Thessalon P0R 1L0
705-842-3243

Box 3080
Thunder Bay P7B 5G5
807-344-8421
Fax 807-345-5013

Box 96
Tillsonburg N4G 4H3
519-842-3633
Fax 519-842-3633 Ext. 3397

Downsview Detachment
300 Falstaff Ave.
Toronto M6L 2G1
416-235-4981
Fax 416-235-4981 Ext. 3197

Upsala P0T 2Y0
807-986-2211
Fax 807-986-2227

Highway 17
Vermilion Bay P0V 2V0
807-227-2024

Box 159
Virginiatown P0K 1X0
705-634-2151
Fax 705-634-2151 Ext. 4397

Box 247
Walkerton N0G 2V0
519-881-3130

805 Murray St.
Wallaceburg N8A 1W5
519-627-1401

Box 100
Warren P0H 2N0
705-967-2913
Fax 705-967-2036

Box 140
Wasaga Beach L0L 2P0
705-429-3575

Box 19
Wawa P0S 1K0
705-856-2233

Box 99
Welland L3B 5P2
416-732-1368
Fax 416-732-1368 Ext. 3597

Box 31
Westport K0G 1X0
613-273-2812
Fax 613-273-2812 Ext. 3997

Box 81
Wheatley N0P 2P0
519-825-4313

Box 57
Whitby L1N 5R7
416-668-3388
416-686-4581
416-725-6581

Box 249
White River P0M 3G0
807-822-2112

Box 131
Whitney K0J 2M0
613-637-2622
Fax 613-637-2622 Ext. 4197

Box 460
Wiarton N0H 2T0
519-534-1323
Fax 519-534-1323 Ext. 4397

Box 423
Winchester K0C 2K0
613-774-2603
Fax 613-774-2603 Ext. 3297

Box 24
Wingham N0G 2W0
519-357-1331

Box 38
Woodstock N4S 7W5
519-539-9811
Fax 519-539-9811 Ext. 3197

**DEPUTY COMMISSIONER—INVESTIGATIONS
INVESTIGATION DIVISION**

INTELLIGENCE BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-612-7000

SOL GEN 47

The Intelligence Branch anticipates, monitors and prevents the criminal activities of an identifiable person or group of persons involved in organized or sophisticated and professional **crime**. District headquarters and detachments are listed under the OPP field districts entry.

INTELLIGENCE BRANCH
SPECIAL SECURITY SECTION
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-612-7000

SOL GEN 48

This section provides police security for senior government officials and visiting dignitaries, conducts investigations into matters that may affect the provincial government and, upon request, investigates the background of government employees in sensitive positions. Expertise on all aspects of property and physical **security** is offered to Ontario Government ministries.

ANTI-RACKETS BRANCH
ONTARIO PROVINCIAL POLICE
2420 Lucknow Dr., Unit 49
Mississauga L5S 1V2
416-612-1330
Fax 416-612-7140

SOL GEN 49

Mailing Address:
90 Harbour St.
Toronto M2A 2S1

The Anti-Rackets Branch offers assistance to all police forces and government agencies in Ontario with investigations into white collar **crime**, including computer crimes, financial institutions, general frauds, and **forgery**. The branch contains Project P (Pornography), Auto Theft Section, Gaming Section, Social Gaming Section, and Racing Commission Section. District headquarters and detachments are listed under the OPP Field Districts entry.

CRIMINAL INVESTIGATION BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8105

SOL GEN 50

The Criminal Investigation Branch is responsible for homicide and major crime investigations in the Ontario Provincial Police (OPP) force jurisdiction. The branch also assists the force, all **police** forces in Ontario and other Ontario Government agencies in the investigation of serious **criminal** activities.

DRUG ENFORCEMENT BRANCH
 ONTARIO PROVINCIAL POLICE
 90 Harbour St.
 Toronto M7A 2S1
 416-965-8114

SOL GEN 51

The branch provides assistance to Crown attorneys, law enforcement and other government agencies with regards to drug enforcement.

The Drug Enforcement Branch (965-8114) administers **drug** enforcement activities for the force, and conducts investigations through units deployed throughout the province. Field Drug Units are located in: Kingston (613-546-6621); London (519-675-7780); North Bay (705-495-3895); Orillia (705-325-7419); Ottawa (613-596-4260); Sault Ste. Marie (705-942-8208); Thunder Bay (807-345-7874) and Windsor (519-973-1477).

TECHNICAL SUPPORT BRANCH
 ONTARIO PROVINCIAL POLICE
 90 Harbour St.
 Toronto M7A 2S1

SOL GEN 52

416-965-6176 (Administration & General Inquiries)
 416-965-7651 (Equipment Maintenance & Development)
 416-965-6443 (Forensic Identification Services)
 416-965-3548 (Photographic Laboratory, Colour)
 416-965-7922 (Photographic Surveillance)
 416-965-8125 (Physical Surveillance)
 416-965-7652 (Polygraph Services)
 416-324-3599 (Technical Identification Services)
 416-965-8130 (Technical Installation)
 416-965-7742 (Technical Investigation Coordination)

The Technical Support Branch gives operational support, such as photographic, technical and physical **surveillance**, polygraph examination, **forensic** identification services, photographic laboratory services and technical identification units coordination, to **criminal** investigations conducted by other branches and field units of the Ontario Provincial Police (OPP). The same specialized services are available to municipal police forces, other ministries and enforcement agencies, on request.

ONTARIO POLICE ARBITRATION COMMISSION

ONTARIO POLICE ARBITRATION COMMISSION
 25 Grosvenor St., 1st Flr.
 Toronto M7A 1Y6
 416-965-3348
 Fax 416-965-4160

SOL GEN 53

Under the **Police Services Act**, the Ontario Police Arbitration Commission monitors and evaluates the effectiveness of the **police arbitration** system, and makes recommendations for its improvement.

ONTARIO CIVILIAN COMMISSION ON
POLICE SERVICES

SOL GEN 54

25 Grosvenor St., 9th Flr.
Toronto M7A 2H3
416-965-6071
Fax 416-963-2089

The Ontario Civilian Commission on Police Services has quasi-judicial powers in matters dealing with **police** discipline and misconduct.

ACTS

ACTS

SOL GEN 55

The Ministry of the Solicitor General is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's legal services or communications branch.

Anatomy Act
Coroners Act
Egress from Public Buildings Act
Emergency Plans Act, 1983
Fire Accidents Act
Fire Departments Act
Fire Fighters Exemption Act
Fire Marshals Act
Hotel Fire Safety Act
Lightning Rods Act
Ministry of the Solicitor General Act
Ontario Society for the Prevention of Cruelty to Animals Act
Police Services Act, 1990
Private Investigators and Security Guards Act
Public Works Protection Act
Retail Business Holidays Act

MINISTRY OF TOURISM AND RECREATION

77 Bloor St. W., 7th Flr.

Toronto M7A 2R9

The Ministry of Tourism and Recreation formulates policies and delivers programs and services to support tourism and recreation development and promotion in Ontario. Activities include: conducting promotions and marketing within and outside the province; assisting tourist and recreation facilities operators; maintaining government-sponsored attractions; and providing tourism, recreation, sports and fitness resources to municipalities and provincial organizations.

DEPUTY MINISTER'S OFFICE

COMMUNICATIONS BRANCH

MTR 1

77 Bloor St. W., 7th Flr.

Toronto M7A 2R9

416-314-7400

Fax 416-314-7411

The branch communicates the Ministry's policies and programs to the general public and tourism and recreation clients. The branch advises the Minister, senior management and program staff on corporate communications. It is responsible for corporate and recreation marketing, media relations and the production of statements, speeches, news releases and corporate publications.

FRENCH LANGUAGE SERVICES

MTR 2

77 Bloor St. W., 7th Flr.

Toronto M7A 2R9

416-314-7408

Fax 416-314-7411

The French Language Services Coordinator provides guidance and assistance to all levels of management relating to the planning and effective delivery of programs, activities and services in French, within the Ministry's guidelines.

LEGAL SERVICES BRANCH

MTR 3

77 Bloor St. W., 2nd Flr.

Toronto M7A 2R9

416-314-7020

Fax 416-314-7038

Legal services for the Ministry of Tourism and Recreation are provided by this branch. It advises the Ministry on the interpretation of statutes and regulations and prepares and reviews proposed legislation, regulations and other legal documents. General legal services include the drafting of agreements and legal advice on Ministry activities and programs. The branch is responsible to the Ministry of the Attorney General.

**FREEDOM OF INFORMATION AND PRIVACY
OFFICE**

MTR 4

77 Bloor St. W., 7th Flr.
Toronto M7A 2R9
416-325-6155/6158
Fax 416-324-6725

The Freedom of Information and Privacy Office (FIPP) administers the Freedom of Information and Protection of Privacy Act within the Ministry of Tourism and Recreation and Schedule I Agencies.

Assistance to the public or government employees in locating certain records or processing requests is available from either the FIPP Office or the Ministry's **FIPP Reading Room**, located in the resource centre on the 9th Floor, 77 Bloor St. W., Toronto.

To identify information and records held by the institution, both locations provide FIPP brochures and request forms, the Directory of Records, the Ministry's FIPP annual report to the Commissioner, and administration and operational Ministry manuals.

CUSTOMER SERVICE AND PLANNING BRANCH

MTR 5

77 Bloor St. W., 7th Flr.
Toronto M7A 2R9
416-325-6160 (Customer Service and Planning)
416-325-6156 (Issue Management Coordination Unit)
416-325-6153 (Policy Coordination Unit)
Fax 416-324-6725 (Policy Coordination Unit)

This branch, focusing on customer service is responsible for developing and directing strategic planning, policy and issue management coordination, as well as, developing and managing evaluation services for ongoing assessment of Ministry programs.

CORPORATE MANAGEMENT SERVICES DIVISION

CORPORATE MANAGEMENT SERVICES DIVISION

MTR 6

77 Bloor St. W., 14th Flr.
Toronto M7A 2R9
416-314-7110
Fax 416-314-7113

The division provides advice and support to the Ministry and its agencies in the areas of planning, human resource management, finance, information technology, relocation unit, employment equity, agency relations and administration.

AUDIT SERVICES BRANCH

MTR 7

77 Bloor St. W., 14th Flr.
Toronto M7A 2R9
416-314-7216

The Audit Services Branch carries out independent reviews and appraisals of all Ministry activities, and reports to management on the adequacy of internal financial and management controls.

FINANCE AND ADMINISTRATION BRANCH**MTR 8**

77 Bloor St. W., 14th Flr.

Toronto M7A 2R9

416-314-7050 (Financial Management Services)

Fax 416-314-7079

416-314-7720 (Corporate Administrative Services)

Fax 416-314-7722

416-314-7720 (Corporate Accounting Services)

Fax 416-314-7722

416-314-7720 (Purchasing)

Fax 416-314-7722

416-314-7720 (Records Management)

Fax 416-314-7722

The Finance and Administration Branch performs the functions of financial coordination and processing, program analysis and corporate administration for the Ministry's program areas and designated agencies. The branch is responsible for developing and maintaining effective financial and administrative policies and procedures to ensure the efficient utilization of the Ministry's financial and physical resources.

HUMAN RESOURCES BRANCH**MTR 9**

77 Bloor St. W., 14th Flr.

Toronto M7A 2R9

416-314-7607

416-314-7607 (Employee Services Unit)

416-314-7607 (Planning and Development)

The branch provides a consulting service to Ministry management and staff in recruitment, job evaluation, compensation, employee relations, benefits administration, youth employment program coordination, occupational health and safety, organizational development, training and development, human resources planning, and general employee counselling. A central payroll service and attendance administration service is also provided to the Ministry. In addition, the employment equity program is coordinated by this branch.

**HUMAN RESOURCES BRANCH
EMPLOYMENT EQUITY OFFICE****MTR 10**

77 Bloor St. W., 14th Flr.

Toronto M7A 2R9

416-963-3154

Fax 416-314-7608

The Employment Equity Office develops strategies, coordinates and promotes implementation and assists in evaluation of the Ministry's Employment Equity Program.

**INFORMATION TECHNOLOGY SERVICES
BRANCH****MTR 11**

101 Bloor St. W., 6th Flr.

Toronto M5S 1P7

416-324-4598

Fax 416-963-1460

The branch is responsible for providing automated information management through computer systems and services to meet the business requirements of the Ministry. Activities and services provided to the Ministry are: information technology planning involving the

development and periodic review of plans for the automation of Ministry activities; client consultation to identify opportunities where technology will assist client business activities; technical support and education to ensure the ongoing and effective use of technology; and systems development and integrated office systems involving the provision and maintenance of corporate information systems, particularly automated office systems.

MINISTRY RELOCATION PROJECT**MTR 12**

77 Bloor St. W., 14th Flr.

Toronto M7A 2R9

416-314-7209

Fax 416-314-7213

The Ministry Relocation Project provides leadership and direction to the Ministry regarding all aspects of the relocation of its head office from Toronto to Niagara Falls.

ASSISTANT DEPUTY MINISTER—RECREATION**PROVINCIAL RECREATION PROGRAMS BRANCH****MTR 13**

77 Bloor St. W., 8th Flr.

Toronto M7A 2R9

416-314-7668

Fax 416-314-7458

The branch, through public education programs, promotes participation in **sports, fitness and recreation** activities for individual enjoyment. The Provincial Organization Services Section (965-4591) provides administrative and consultative services, as well as, **financial assistance** to provincial organizations. The Leadership Section (965-6546) is responsible for **leadership** development, coaching programs, **Fitness Ontario Leadership Program** and skills development initiatives. The section is also responsible for the **Sports Awards Programs** which recognize the contribution and accomplishments of **athletes** and citizens in amateur sports and recreation and the **Corps d'Elite Programs** which recognize outstanding individuals who have contributed significantly to the development of recreation in this Province. The High Performance Development Section (965-3720) manages participation/athlete development programs and promotes participation in multi-sport games, such as the Ontario **Summer and Winter Games** for the able-bodied and regional and provincial games for the **disabled** and seniors. The Active Living Programs Section (965-6311) is responsible for the development of programs in support of encouraging Ontarians to adopt active, healthy lifestyles and the promotion of safe participation in sport, fitness and recreation activities.

The **Ontario Sports Centre** (495-4000), is a private organization which provides administrative services for provincial sport organizations, the Sports Services Unit (495-4321) and provincial recreation associations (495-4088). The centre is funded by this Ministry. Information on all of the above services is also available from Ministry field offices listed under the Tourism and Recreation Operations Division entry.

CORPORATE PARTNERSHIPS**MTR 14**

77 Bloor St. W., 8th Flr.

Toronto M7A 2R9

416-314-6999

Fax 416-314-7461

The office is responsible for liaison with major **sporting** events held in the province and creating partnerships for the successful operation of recreation programs.

RECREATION POLICY BRANCH

MTR 15

77 Bloor St. W., 8th Flr.
Toronto M7A 2R9
416-314-7192

Recreation Policy Branch works with other parts of the Recreation Division, the Ministry and other ministries in facilitating and furthering the Government's economic and social objectives related to sports, fitness and leisure activities.

The branch monitors Ministry activity, provides policy advice and develops policies, strategies and programs in relation to the province's recreation sector with regard to provincially significant recreation issues.

**BIG THUNDER NATIONAL SKI
TRAINING CENTRE**

MTR 16

428 East Victoria Ave.
Thunder Bay P7C 1A5
807-623-1858
Fax 807-623-6715

Big Thunder National Ski Training Centre is owned and operated by **Thunder Bay Ski Jumps Limited**, an agency of the Ministry of Tourism and Recreation, and sanctioned by the International Ski Federation to hold World Cup Ski Jumping, Cross Country, Alpine and Nordic Combined events. The centre's 120 and 90 metre jumps are built to exact tolerances, and recognized world-wide for their quality and safe design. Junior jumpers train and compete on smaller hills (10m to 64m) designed especially for their development and safety. The jumps, slopes, 32 kilometres of trails and 1000m luge track (Naturbahn) are used as a national and provincial training site for cross country, nordic combined, freestyle and alpine skiing, as well as, ski jumping, biathlon and luge.

**ADVISORY COMMITTEE ON SPORT, FITNESS
AND RECREATION SAFETY**

MTR 17

c/o Royal Life Saving Society Canada
Ontario Branch
43 Coldwater Blvd.
Don Mills M3B 1Y3
416-447-7276

The Committee advises the Minister on current issues, trends and requirements in the development of safety programs and initiatives.

ASSISTANT DEPUTY MINISTER—TOURISM**TOURISM POLICY BRANCH**

MTR 18

77 Bloor St. W., 10th Flr.
Toronto M7A 2R9
416-314-7325
Fax 416-314-7341

The branch develops and enunciates **tourism** strategies, policies, position papers, and programs, provides **research** and **information** (965-8630) on tourism related matters, and represents the Ministry on tourism development issues (965-7846). It monitors both domestic and international industry trends and recommends program initiatives and policy.

TOURISM MARKETING BRANCH**MTR 19**

77 Bloor St. W., 9th Flr.

Toronto M7A 2R9

416-314-7560

Fax 416-314-7563

The branch promotes **tourism**, and use of Ontario's facilities for sales meetings and **conventions**. Tourism marketing, geared to the travelling consumer and the travel trade, is conducted in domestic and international markets. Activities include the delivery of tourism **advertising** campaigns in Ontario's priority markets; preparation of tourism publications; programs to expand sales of Ontario tours, packages and facilities by travel agents and operators; **travel** counselling; special promotions; and public relations promotions. For conventions and sales meetings, call 314-7570; for travel trade information, agents and operators can call 314-7570 or toll free 1-800-ONTARIO.

**CUSTOMER SALES AND SERVICE
ONTARIO TRAVEL INFORMATION****MTR 20**

77 Bloor St. W.

Toronto M7A 2R9

416-965-4008 (English inquiries)

If long distance from other area codes
in Canada and continental U.S.A.(except Yukon, N.W.T. and Alaska), dial
1-800-ONTARIO

416-965-3448 (French inquiries)

If long distance from other area codes
in Canada (except Yukon and N.W.T.), dial
1-800-268-3736

Fax 416-963-0729

Ontario Travel Information offers Ontario **travel** counselling to the public; supplies information and publications on tourist attractions, **accommodations**, **campgrounds**, **parks** (including **hiking** trails, **canoe** outfitters), events, **festivals**, **exhibitions**, package **tours**, **hunting**, **fishing**, **boating** and **skiing**; distributes road and tourist **maps**; and reports on up-to-date ski and winter **road** conditions, campground vacancies and areas where autumn scenery can be enjoyed.

Twenty-four hour seasonally recorded reports are available by calling 963-2992 for alpine skiing, spring blossoms, campground vacancies and fall colours, or 963-2911 for cross-country skiing. The branch operates twelve travel information centres year-round. Six seasonal travel centres are open from mid-May to Labour Day. The **travel centres** are listed below.

OPEN ALL YEARHwy. 400 Northbound
south of Barrie
Barrie903 Brookdale Ave. at
Seaway International Bridge
Cornwall
(currency exchange)100 Goderich St.
near Peace Bridge
Fort Erie
(currency exchange)

400 Central Ave.
Fort Frances
 (currency exchange)

Hwy. 401 & Hwy. 2
 east of Lancaster
Lancaster

5355 Stanley Ave.
 west on Hwy. 420
 from Rainbow Bridge
Niagara Falls
 (currency exchange)

1415 Venetian Blvd.
 at foot of Blue Water Bridge
Sarnia
 (currency exchange)

QEW Westbound
 at Garden City Skyway
St. Catharines
 (currency exchange)

120 Huron St. at
 International Bridge
Sault Ste. Marie
 (currency exchange)

110 Park St. E.
 at Windsor-Detroit tunnel
 and
 1235 Huron Church Rd.
 east of Ambassador Bridge
Windsor
 (currency exchange)

OPEN MID-MAY TO LABOUR DAY

Hwy. 137 at 1000 Islands
 Bridge
Hill Island
 (currency exchange)

Hwy. 17, west of Kenora
Kenora

International Bridge Exit, Hwy. 16
Pigeon River

Prescott-Ogdensburg Bridge, Hwy. 16
Prescott

International Bridge Exit, Hwy. 11
Rainy River

Hwy. 417
Hawkesbury E.
 (To open Spring 1992)

ASSISTANT DEPUTY MINISTER—EXPOSITIONS AND ATTRACTIONS

HURONIA HISTORICAL PARKS

P. O. Box 160
 Midland L4R 4K8
 705-526-7838
 Fax 705-526-9193

MTR 21

The Ministry operates and maintains historic attractions at Midland (Sainte-Marie among the Hurons) and at Penetanguishene (**Historic Naval and Military Establishments**). A resource centre at Sainte-Marie, open to the public year-round on weekdays, provides information about the two **historic sites**.

Sainte-Marie among the Hurons (1639—1649) is a reconstruction of the 17th century headquarters of the French Jesuit mission to the Huron people. The first European community in Ontario, Sainte-Marie was home to 6 of the 8 North American Jesuit martyrs. From Victoria Day weekend to Thanksgiving, costumed and uniformed interpreters recreate both **French** and **Native** lifestyles. Specially designed education programs operate all year round. There is a full service restaurant, multi-media museum, gift shop and picnic area, with access for the handicapped and a wheelchair, if needed. French language service is also available.

The Historic Naval and Military Establishments represent the period from 1817 to 1856 when the Royal Navy and the British Army maintained a **naval** dockyard and **military** garrison at this strategic defense station on Georgian Bay. At the site, there are guided tours, costumed interpretation, historical dramas, numerous reconstructed buildings, the original Officers' Quarters, several smaller rowing vessels and the replica **schooners** HMS Bee, HMS Tecumseth and Perseverance are part of the Establishments Fleet; gift shop, full service restaurant, free docking and parking, professional summer theatre, wagon rides and sail training. The Establishments (P. O. Box 1800, Penetanguishene L0K 1P0) are open to the public from Victoria Day weekend to Labour Day. French language service is available. "Relations from Sainte-Marie" is a historical magazine **published** by the Friends of Sainte-Marie and Sainte-Marie among the Hurons.

Huronian Historical Parks is responsible for the administration and operation of Sainte-Marie among the Hurons and the Historic Naval and Military Establishments.

HURONIA HISTORICAL ADVISORY COUNCIL

MTR 22

c/o Huronia Historical Parks

P. O. Box 160

Midland L4R 4K8

705-526-7838

Fax 705-526-9193

Established in 1964, the Huronia Historical Advisory Council is a ten-person board composed of native, francophone and anglophone Ontarians with different backgrounds but a common interest in preserving our cultural heritage. The Council advises the Minister of Tourism and Recreation on policy matters, specifically concerning Sainte-Marie among the Hurons; the Historic Naval and Military Establishments; the cultural heritage of "Old Huronia" and the enhancement of established and developing historical sites.

OLD FORT WILLIAM

MTR 23

Vickers Heights P. O.

Thunder Bay P0T 2Z0

807-577-8461

TTY 807-475-4481

Fax 807-475-8037

Located in Thunder Bay, Old Fort William is a reconstruction of the original fur trade establishment which was operated by the North West Company from 1803 to 1821. The company used Fort William as its inland headquarters and transshipment point, enabling the Nor'Westers to move **furs** and trade goods across the continent in one season. Up to 1,000 fur traders converged at the fort each summer, to conduct the frenzied business and celebrations of the Rendezvous.

Today, costumed and uniformed staff bring Old Fort William to life. The fort operates seasonally and offers living history programming designed to meet the needs of tourists, recreational and educational visitors. Facilities include a resource **library**, historic restaurant, gift shop and picnic area, with access for disabled persons.

OLD FORT WILLIAM ADVISORY COMMITTEE

MTR 24

c/o Old Fort William
Vickers Heights P. O.
Thunder Bay P0T 2Z0
807-577-8461
Fax 807-475-8037

The Old Fort William Advisory Committee is a ten person board which advises the Minister of Tourism and Recreation on general policy concerning the Fort's capital development and program expansion. The Committee also works to build community awareness and understanding of Ontario's **fur** trade heritage.

EVENTS MANAGEMENT SECRETARIAT

MTR 25

77 Bloor St. W., 8th Flr.
Toronto M7A 2R9
416-314-7005
Fax 416-314-7003

The Events Management Secretariat was established to better coordinate the management of major tourism events and expositions of national and international interest. The Secretariat coordinates the tourism related values of such events. As well, it manages and coordinates our provincial participation in out-of-province expositions and major events with significant tourism values. Specific responsibilities include Ontario's presence at Expo' 92 in Seville, Spain.

TOURISM AND RECREATION OPERATIONS DIVISION**TOURISM AND RECREATION
OPERATIONS DIVISION**

MTR 26

77 Bloor St. W., 7th Flr.
Toronto M7A 2R9
416-314-7270
Fax 416-314-7284

The Tourism and Recreation Operations Division provides development and consulting services to tourism and recreation clients to stimulate productivity, employment and recreational opportunities in the Province of Ontario.

The division promotes the **tourism industry** by offering management and development consulting services to tourist operators and investors; delivering government **financial assistance** programs; advising and assisting **municipalities** to develop tourism strategies and programs; administering the **Ontario Travel Association Program**; and issuing **licences** to **tourist accommodation establishments** not licenced by the Liquor Licence Board.

The division provides professional consulting services to regional and **community** recreation clients to facilitate development of fiscal and organizational areas, **leadership**, and programs and facilities. It ensures access to information about Ministry **recreation, sports** and **fitness** programs, and channels Ministry resources to municipalities, community organizations and interest groups in Ontario.

The division also delivers **lottery-funded** recreation **grant** programs.

For further information, contact the nearest Ministry field office listed below.

SOUTHERN REGION

Tourism and Recreation Regional Office
700 Bay St., 8th Flr.
Toronto M5G 1Z6
416-965-0283
416-965-9940
Fax 416-324-3449
collect calls accepted

Tourism and Recreation Office
34 Simcoe St., Ste. 302
Barrie L4N 6T4
705-737-3301
Fax 705-737-5030
If long distance dial
1-800-461-4499

Tourism and Recreation Office
119 King St. W., 8th Flr.
Box 2112
Hamilton L8N 4T9
416-521-7245
Fax 416-521-7621
If long distance ask
operator for Zenith 81610

Tourism and Recreation Office
15 Church St., 4th Flr.
St. Catharines L2R 3B5
416-684-2345
Fax 416-684-9855
If long distance dial
1-800-263-2441

*Tourism and Recreation
District Office*
255 Dufferin Ave., Ste. 601
London N6A 5K6
519-679-7156
519-679-7077
If long distance dial
1-800-265-4730

Recreation Office
427-10th St., 2nd Flr.
Hanover N4N 1P8
519-364-1626
Fax 519-364-2500
If long distance dial
1-800-265-5520

Tourism and Recreation Office
Corporation Square, 4th Flr.
30 Duke St. W.
Kitchener N2H 3W5
519-578-3600
Fax 519-578-1632
If long distance dial
1-800-265-6361

Tourism Office
1137 Second Ave. E., Ste. 107
Nor-Towne Plaza
Owen Sound N4K 2J1
519-376-3875
Fax 519-376-8000
collect calls accepted

Tourism and Recreation Office
250 Windsor Ave., 6th Flr.
Windsor N9A 6V9
519-256-4919
Fax 519-973-1414
If long distance dial
1-800-265-1330

EASTERN ONTARIO

Tourism and Recreation Office
10 Rideau St., 4th Flr.
Ottawa K1N 9J1
613-787-4000
Fax 613-787-4020
If long distance dial
1-800-267-9340
1-800-267-8889

Tourism and Recreation Office
2211 Parkedale Ave.
Brockville K6V 6B2
613-342-5522
Fax 613-342-3436
If long distance dial
1-800-267-8138

Tourism and Recreation Office
1055 Princess St., Ste. 304
Kingston K7L 5T3
613-545-4350
Fax 613-545-0790
If long distance dial
1-800-267-0225

Tourism and Recreation Office
 305 Stewart St.
Peterborough K9J 3N2
 705-748-3711
 Fax 705-748-4306
 If long distance dial
 1-800-461-7629

NORTHEAST ONTARIO

Tourism and Recreation Regional Office
 Ontario Government Bldg., 4th Flr.
 199 Larch St.
Sudbury P3E 5P9
 705-688-3041
 Fax 705-688-3043
 If long distance dial
 1-800-461-4004

Tourism and Recreation Office
 42 King William St.
Huntsville P0A 1K0
 705-789-4448
 Fax 705-789-9533
 If long distance ask
 operator for Zenith 25930

Tourism and Recreation Office
 147 McIntyre St. W., 2nd Flr.
North Bay P1B 2Y5
 705-474-3821
 Fax 705-474-4946
 If long distance dial
 1-800-461-9563

Tourism and Recreation Office
 22 Wilcox St., 2nd Flr.
Timmins P4N 3K6
 705-267-7117
 Fax 705-268-3394
 If long distance ask
 operator for Zenith 81610

NORTHWEST ONTARIO

*Tourism and Recreation
 Regional and District Office*
 West Arthur Place, Ste. 302
 1265 East Arthur St.
Thunder Bay P7E 6E7
 807-623-5592
 Fax 807-623-4412
 If long distance dial
 1-800-465-6861

Tourism and Recreation Office
 Ontario Government Bldg.
 479 Government Rd.
 P. O. Box 3000
Dryden P8N 3B3
 807-223-2271
 Fax 807-223-6942
 If long distance dial
 1-800-465-7208

Tourism and Recreation Office
 616 Mowat Ave.
 P. O. Box 815
Fort Frances P9A 1Z3
 807-274-3259
 Fax 807-274-2792
 If long distance dial
 1-800-465-7791

Tourism and Recreation Office
 344 Second St. S., Ste. 201
 P. O. Box 5140
Kenora P9N 1G5
 807-468-2450
 Fax 807-468-2457
 If long distance
 in area code 807 dial
 1-800-465-1108

Recreation and Tourism Office
 499 Queen St., 2nd Flr.
Sault Ste. Marie P6A 1Z9
 705-942-3751
 Fax 705-942-1817
 If long distance dial
 1-800-461-2409

AGENCIES

For background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Agencies of the Ministry of Tourism and Recreation are listed below.

METRO TORONTO CONVENTION CENTRE CORPORATION

MTR 27

255 Front St. W.
Toronto M5V 2W6
416-585-8000
Telex 06-217889
Fax 416-585-8224

The Metro Toronto Convention Centre Corporation is a Schedule II agency of the Ministry of Tourism and Recreation. Since opening in October 1984, the Centre has earned a reputation as a world-class facility hosting more than two million visitors a year.

Consisting of a 200,000 sq. ft. column-free **exhibit** hall, 28,000 sq. ft. ballroom, 1,350 seat **theatre**, 40 meeting rooms, professional food preparation facilities and a 1,200 space parking garage, the Centre accommodates small meetings for under 100 people to **conventions** of 15,000 and consumer shows attracting more than 200,000 people. The Convention Centre's consistent and outstanding quality in food and service is unsurpassed in North America.

NIAGARA PARKS COMMISSION

MTR 28

Administration Bldg., Oak Hall
7400 Portage Rd. S.
Box 150
Niagara Falls L2E 6T2
416-356-2241
Toll-free 1-800-263-2558
(Ontario, Quebec,
Eastern U.S.A.)
Fax 416-354-6041

The Niagara Parks Commission operates a park system consisting of 1254 hectares along the Niagara River from Lake Erie to Lake Ontario. Within this park are **recreation** areas, scenic attractions, a **campground**, a marina, restaurants, gift shops, **historic sites**, golf courses and a **horticultural** school. The commission administers the Niagara Parks Act.

ONTARIO LOTTERY CORPORATION

MTR 29

24 Second Line W.
Sault Ste. Marie P6C 2H9
705-946-6400
705-946-6624 (French)
705-946-6403 (Human Resources)
705-946-6766 (Freedom of Information)
416-324-6540 (Toronto, Consumer Enquiries)
416-961-6262 (Toronto, French)
Fax 705-946-6600

Operating under the Ontario Lottery Corporation Act, the Ontario Lottery Corporation manages **Wintario Extra**, **Instant**, **Pick-3**, **Provincial**, **Lottario**, **Lotto 6/49** and **Encore**. In

addition, the Corporation manages occasional, limited-run lottery games. Lists of winning numbers for one year are posted at retail outlets. Recorded messages of current winning numbers are available at 870-9170 (Wintario Extra), 870-9161 (Provincial), 870-9135 (Pick-3) and 870-9134 (Lotto 6/49 and Encore). Proceeds from all games are turned over to the Government of Ontario. Fact sheets on all games and annual reports are available to the public.

ONTARIO PLACE CORPORATION

MTR 30

955 Lakeshore Blvd. W.

Toronto M6K 3B9

416-965-5206

Fax 416-598-0031

Ontario Place Corporation operates a 96-acre cultural, entertainment and **recreation** complex on three man-made islands on Lake Ontario in Toronto. The complex includes **exhibition** pavilions; the Forum, a 7,250 seat outdoor amphitheatre; **theatres**; the giant screen IMAX theatre—Cinesphere; live entertainment; the Waterfall Showplace; restaurants; snack bars; boutiques; a **marina**; pedal boats; bumper boats; sight boat shuttle; the Wilderness Adventure Ride; the Canadian destroyer **HMCS Haida**; mini-golf; picnic areas; a theme pavilion "Ontario North Now"; and Children's Village with a water play area and play apparatus, including a 370 ft. four-flumed Waterslide. Ontario Place arranges banquets and receptions year round, and operates a winter **film** festival. The complex is open daily from mid-May to Labour Day (10:00am to 1:00am from Monday through Saturday; 10:00am to 11:00pm on Sunday). Parking is available on the site. During the operating season, it is accessible from downtown by special bus.

OTTAWA CONGRESS CENTRE

MTR 31

55 Colonel By Drive

Ottawa, K1N 9J2

613-787-5707

Fax 613-563-7646

The Ottawa Congress Centre, a Schedule II Agency of the Ministry of Tourism and Recreation, forms part of the Rideau Centre shopping complex located in Ottawa's most popular tourist area.

The Centre's main Congress Hall, a free-span space with a 26 foot ceiling, accommodates up to 5,000 delegates in plenary session and 3,500 dining. The lower Capital Hall level can be arranged into several break-off rooms for groups of 50 or more. In all meeting rooms and the reception area, three different types of simultaneous **translation** systems provide service for bilingual, multilingual and top security conferences. Meeting rooms are also equipped for video projection and multi-image slide presentations. Permanent projection booths may be used for front projections directly on to permanently mounted screens.

In addition to **conventions** and meetings, the Ottawa Congress Centre accommodates major trade shows, consumer shows, banquets and entertainment events. The Centre has a full range of **catering** facilities and services.

ST. LAWRENCE PARKS COMMISSION

MTR 32

R. R. 1

Morrisburg K0C 1X0

613-543-3704

Fax 613-543-2847

810-537-2200 from within Queen's Park

613-542-7388 Fort Henry

Fax 613-542-3054 Fort Henry

The St. Lawrence Parks Commission operates and maintains 12 day use **parks** and **campgrounds**, a **marina**, a **golf course**, **parkways** (Long Sault Parkway, Thousand Islands Parkway) and **historic sites** from Glenngarry Park near the Ontario-Quebec border to Adolphustown Park, 51 km west of Kingston. Historic sites include **Fort Henry** at Kingston, and **Upper Canada Village**, 11 km east of Morrisburg. Skating and horse drawn sleigh rides are offered at Upper Canada Village. The Commission also maintains a migratory **bird** sanctuary, the Queen Elizabeth Gardens, paved air strip, nature trails, Pioneer and Loyalist Memorials, and winter **recreation** facilities for cross country skiing, ice fishing, snowmobiling, tobogganing and snowshoeing. The summer operating season for most attraction facilities is mid-May to mid-October. Off-season programs are operated at both Upper Canada Village and Fort Henry. Adult workshops and educational programs for school groups are also available. The St. Lawrence Parks Commission's facilities are available for private, public, corporate and convention functions.

THE TRILLIUM FOUNDATION

MTR 33

23 Bedford Rd., 3rd Flr.

Toronto M5R 2J9

416-961-0194

Toll-free 1-800-263-2887

Fax 416-961-0194

The Trillium Foundation was founded in 1982 as an innovative approach to providing voluntary social service organizations with access to **lottery** revenues. Run by a voluntary Board of Directors apart from the government, the Foundation receives \$17 million a year from the proceeds of lottery games operated by the Ontario Lottery Corporation.

The Foundation offers time-limited **grants** for specific projects, or unfunded portions of ongoing programs, to eligible organizations providing direct social services on a province-wide basis, and to local social service organizations.

ST. CLAIR PARKWAY COMMISSION

MTR 34

P. O. Box 700

242 St. Clair Parkway

Corunna N0N 1G0

519-862-2291

519-862-2294

The St. Clair Parkway Commission administers the St. Clair Parkway Commission Act and maintains a series of parks along the St. Clair River and Lake St. Clair, from Sarnia to Chatham, aimed at scenically improving the waterfront and providing as much public access as possible. There are 16 day use **parks**, 3 **campgrounds** (Marine Park, Mitchell's Bay Campground 519-354-8423; Cathcart Park Campgrounds 519-892-3342; Lambton Cundick Campgrounds 519-892-3968); 2 **marinas** (Sarnia Bay Marina 519-332-0533; Marine Park Marina, Mitchell's Bay 519-354-8423); 3 restaurants; a **golf course** (St. Clair

Parkway Golf Course, Mooretown 519-867-2810) and a Seaway Observation operated by the Commission.

ACTS

ACTS MTR 35

The Minister of Tourism and Recreation is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's communications or legal services branch.

Community Recreation Centres Act
Historical Parks Act
Metropolitan Toronto Convention Centre Corporation Act
Ministry of Tourism and Recreation Act, 1982
Niagara Parks Act
Ontario Lottery Corporation Act
Ontario Place Corporation Act
Ottawa Congress Centre Act
Parks Assistance Act
St. Clair Parkway Commission Act
St. Lawrence Parks Commission Act
Tourism Act

MINISTRY OF TRANSPORTATION

1201 Wilson Ave.

Downsview M3M 1J8

The Ministry of Transportation is responsible for the establishment of an integrated transportation system that incorporates all modes of transportation that fosters safe and efficient movement of both people and goods.

The Ministry develops an integrated safe and responsive transportation plan for the Province of Ontario; enhances and protects the environment; contributes to the development of all regions by providing access and improved local decision making; stimulates the economy and creates jobs; ensures value for money; and maximizes safety.

The Ministry of Transportation plans, designs, builds and maintains Ontario's highway system and provides subsidies and technical assistance to municipalities for road construction and maintenance. The Ministry is also responsible for driver licensing and all aspects of motor vehicle licensing and safety.

The Ministry provides transit subsidies for both capital and operating expenditures to municipalities across the province; promotes and provides funding for transportation for disabled persons; plays an advocacy role representing Ontario business and industries in areas normally covered by federal jurisdiction or regulations, such as the marine, air, rail and road industries; and supports the development of new transportation technologies.

The Ministry funds and operates 50 municipal and 25 remote airports, in Northern Ontario where air travel is often the only mode available to inaccessible areas of the province. The Ministry is also responsible for the maintenance and operation of ferry services at key points in the Great Lakes system.

CUSTOMER SERVICES AND COMMUNICATIONS DIVISION

COMMUNICATIONS BRANCH

MTO 1

1201 Wilson Ave., West Tower

Downsview M3M 1J8

416-235-2771

The Communication Branch establishes communications policy for the Ministry, advises other areas of the Ministry on communications issues and provides communications support to the Minister and Deputy Minister. Informing the public, client groups and the media about the Ministry's activities; liaising with the media; answering public inquiries; and producing and distributing audio-visual materials are branch responsibilities. Persons with hearing disabilities who have access to the teletype (TDD) network device can call 235-4902.

The branch also originates and coordinates programs and projects stressing **safety** in the operation of cars and commercial **vehicles**, **motorcycles**, mopeds, bicycles, **snowmobiles** and **school buses**. Activities include developing and distributing school safety materials and **seat belt** information; providing safety **films** and **road** bulletins; and operating a telephone reporting service on the condition of roads and **highways** in Ontario (English 235-1110 and French 235-3941). For local road information, contact the Ministry's regional or district offices listed under the Operations Division entry.

INTERNAL AUDIT BRANCH

MTO 2

1201 Wilson Ave., 7th Flr. West Tower
Downsview M3M 1J8
416-235-4330

The Internal Audit Branch performs audit functions for this Ministry, including comprehensive review and appraisal of accounting, financial and operational controls. The branch also audits the Ministry's electronic data processing systems. In addition to the audits, investigations are carried out on suspected fraud or wrongdoing.

LEGAL SERVICES BRANCH

MTO 3

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-235-4404
Fax 416-235-4924

This branch provides the Ministry with legal services, including advice on **driver** and **vehicle** licencing matters (235-4408). The branch provides advice to the Ministry on the interpretation of statutes and regulations and assists in the preparation and review of proposed legislation, regulations and other legal documents. It also coordinates Ministry prosecutions and litigation, participates in the settlement of claims and appears before administrative tribunals. The branch is staffed by the Ministry of the Attorney General. One member of the branch is located at the Ministry's Eastern Region at Kingston (613-545-4720).

The Claims Section of the Legal Services Branch (235-4408) deals with **insurance** claims against the government for injuries and property damage arising from **accidents** on provincial highways or involving government vehicles. It also deals with claims by the Crown for damage to **highway** property or government vehicles operated by all ministries and agencies except the OPP.

**FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY OFFICE**

MTO 4

1201 Wilson Ave., 6th Flr., West Tower
Downsview M3M 1J8
416-235-4334
Fax 416-235-4548

The Freedom of Information and Protection of Privacy Office responds to requests for information made by the public under the Freedom of Information Act; monitors implementation of government's policy on the protection of individual privacy (personal information) within the Ministry; and provides information to the public through the FOI **reading room** located in the Ministry library at 1201 Wilson Avenue.

QUALITY AND STANDARDS DIVISION**TRANSPORTATION OPERATIONS BRANCH**

MTO 5

1201 Wilson Ave., Central Bldg., Rm. 233
Downsview M3M 1J8
416-235-3810

This branch is responsible, in the area of highway operations, for the development of policies, procedures and systems; conformity of program delivery processes; maintenance planning and budgeting; assessment of operational efficiency; and identification of needs for change and improvement. Professional expertise and program delivery support in

maintenance methods/technology and electrical, traffic management and equipment engineering are also provided.

TRANSPORTATION OPERATIONS BRANCH
TRANSPORTATION CORRIDOR MANAGEMENT
OFFICE

MTO 6

1201 Wilson Ave., West Bldg., 2nd Flr.
Downsview M3M 1J8
416-235-3826

The Transportation Corridor Management Office coordinates the review of development proposals (e.g. plans of **subdivisions**, **official plans** and **zoning** by-laws) which may affect provincial **transportation** proposals (e.g. provincial **highways**, future **transit** routes, etc.). The office develops policies and procedures for the transportation corridor program on access policies, right-of-way protection, and **permits** for **advertising** signs, utilities, entrances and buildings. Advice is given to other government agencies, municipalities, developers and the public. Program administration is shared by district and regional offices (see this Ministry's Operations Division entry).

TRANSPORTATION OPERATIONS BRANCH
EQUIPMENT ENGINEERING OFFICE

MTO 7

1201 Wilson Ave., Central Bldg., Rm. 307
Downsview M3M 1J8
416-235-3669
Fax 416-235-4851

The Equipment Engineering Office develops specifications, policies and procedures for the purchase, repair, maintenance and operation of the Ministry's **vehicles** and equipment. The office evaluates **tenders** and trains Ministry **garage** staff, resolves technical equipment related problems, develops and produces special purpose highway maintenance equipment not available on the market. The office also develops specifications for the purchase of equipment by Ontario municipalities.

TRANSPORTATION OPERATIONS BRANCH
EQUIPMENT ENGINEERING OFFICE
GOVERNMENT GARAGE

MTO 8

900 Bay St.
Toronto M7A 2A2
416-965-2148
Fax 416-324-4927

The Government Garage provides a complete chauffeuring and **garage** service to all government ministries.

TRANSPORTATION OPERATIONS BRANCH
TRAFFIC MANAGEMENT AND ENGINEERING
OFFICE

MTO 9

1201 Wilson Ave., Central Bldg., Rm. 236
Downsview M3M 1J8
416-235-3784
Fax 416-235-4904

The Traffic Management and Engineering Office develops and implements policies, standards and procedures for **traffic** control devices (traffic signs and signals), illumination, **speed limits**, **electrical** design, electrical maintenance, etc., on provincial **highways**. The

office also maintains an **accident** information file for the provincial highway system; develops traffic control techniques and devices; assists in **municipal** studies and improvements; and implements **Freeway Traffic Management Systems** on Hwy. 401, Q.E.W., and the Ottawa Queensway. Operational activities of the above functions are carried out by the regional offices (see this Ministry's Operations, Regional entry).

ENGINEERING CLAIMS OFFICE
1201 Wilson Ave., 6th Flr., West Tower
Downsview M3M 1J8
416-235-5264

MTO 10

The Engineering Claims Office advises senior Ministry officials about the resolution of disputes arising on tendered capital and maintenance contracts between the Ministry and contracting parties.

Activities include the verification of claim principles, analysis of the claimed costs and negotiating settlements with claimant.

PROPERTY OFFICE
1201 Wilson Ave., Central Bldg., Rm. 124
Downsview M3M 1J8
416-235-4245

MTO 11

The Property Office is responsible for provincial policies and procedures in the areas of **property appraisal**, acquisition, **land** management, sales and leasing. The office ensures monitoring processes are carried out to obtain good quality and uniform standards of performance; reviews selected regional land appraisals; coordinates technical training programs; administers overall property-related budgets; and prepares all **arbitration** cases proceeding before the **Ontario Municipal Board**. For information, contact the Property Section of the Engineering and Right-of-Way offices at regional offices listed under Operations, Regional.

TRANSPORTATION STANDARDS BRANCH
1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-235-4972

MTO 12

The Transportation Standards Branch develops policies, design procedures and systems; and offers advice for the infrastructure of the King's Highway System. The branch also monitors the implementation and effectiveness of the processes and technologies used, and identifies needed improvements in consultation with the Ministry's regional offices and with industry.

ENGINEERING MATERIALS OFFICE
1201 Wilson Ave., Central Bldg., Rm. 313
Downsview M3M 1J8
416-235-3733

MTO 13

Through the Bituminous (235-3715), Concrete (235-3705), Chemicals (235-3726), and Soils and Aggregates (235-3735) Sections, the Engineering Materials Office provides quality standards, policies and guidelines for materials and analysis services in the **construction**, maintenance and operation of highways. **Laboratory** testing, technical evaluation and approval services are available for materials to be used in the design, construction, maintenance and operation of the transportation system, including **highways** and **bridges**.

The Foundation Design Section (235-3731) conducts field investigations; performs geotechnical engineering analysis; and produces foundation designs for the proper construction and maintenance of highways and bridges. The Engineering Materials Office publishes reports which are distributed within the Ministry and made available to others on request.

ENVIRONMENTAL OFFICE

MTO 14

1201 Wilson Ave., West Bldg., 2nd Flr.
Downsview M3M 1J8
416-235-3478
Fax 416-235-4922

The Environmental Office develops policies, procedures, monitoring and training to ensure that the Ministry's programs are in compliance with **environmental** legislation, regulations and standards. Particular emphasis is placed on project planning under the **Environmental Assessment Act**, waste management under the **Environmental Protection Act** and water quality issues. Environmental units are located in each of the Ministry's regional offices (see this Ministry's Operations Division entry).

SURVEYS AND DESIGN OFFICE

MTO 15

East Bldg., Lower Level
1201 Wilson Ave.
Downsview M3M 1J8
416-235-4258

1201 Wilson Ave., West Bldg.
Downsview M3M 1J8
416-235-3493

The Surveys and Design Office provides the Ministry with policies, standards, guidelines, and procedures for civil engineering, surveying, and cartographic applications related to provincial roads. It is concerned with the development of standards for **highway** geometrics, construction, **design, drainage, hydrology**, remote sensing, pavement, and new products.

The office develops and maintains the Ontario Provincial Standards which reflect **construction** and maintenance requirements for highways, watermains, and sewers.

Responsibilities include developing, monitoring and providing technical expertise on automation of highway design processes, determining skid resistance of pavements, and evaluating the roughness and riding quality of highways. It produces photogrammetric plans, cartographic maps, processing of legal documents, and provides control survey data/services.

The office produces a number of highway design and survey **publications** and manuals.

Maps are available to the public through the Ministry's Supply and Services Branch (235-4339).

STRUCTURAL OFFICE

MTO 16

1201 Wilson Ave., Atrium Tower, 7th Flr.
Downsview M3M 1J8
416-235-4959

The Structural Office designs **bridges** and retaining walls on **highways**, and prepares plans and contract documents for their **construction** and rehabilitation. Activities include

reviewing proposed designs of **municipal** bridges and culverts; evaluating the safe load carrying capacity of bridges; and recommending enactment of municipal load limit by-laws. The office generates and maintains structural standards, structural manuals and handbooks and design aids.

PROGRAM TECHNOLOGY OFFICE

MTO 17

East Bldg., Lower Level
1201 Wilson Ave.
Downsview M3M 1J8
416-235-4258

The Program Technology Office is responsible for the long range information **technology** planning for the **Provincial Highways Program** to produce long range plans, action plans and operational plans as well as coordinating the establishment of standards and policy guidelines for implementation of new technology within the program.

Plans, technology standards and an internally produced newsletter on technology implementation is available from this office for use within the Provincial Highways Program.

RESEARCH AND DEVELOPMENT BRANCH

MTO 18

1201 Wilson Ave., Central Bldg., Rm. 331
Downsview M3M 1J8
416-235-4744

The branch conducts **research** and development to improve the physical and safety attributes of highways. Pavement research focuses on design procedures, performance, and **pavement management systems**. Research on **bridge** structures ensures adequate load-carrying capacity, safety, economy, durability and the development of a bridge design code. The branch researches materials, construction and the environment to improve the in-service performance and behavior of materials, as well as, the interaction of the highway facility with the immediate environment and the vehicle. It also monitors and assists with the Canadian Strategic Highway Research Program, and with transportation research at universities. A wide variety of technical **publications** (235-4703) are available.

RESEARCH AND DEVELOPMENT BRANCH

MTO 19

PAVEMENT AND ROADWAY RESEARCH OFFICE

Central Bldg., 3rd Flr., Rm. 331
1201 Wilson Ave.
Downsview M3M 1J8
416-235-4742

The Pavement and Roadway Research Office carries out research relating to the design, maintenance, protection and management of **highway** pavements. Some projects involve commercial **vehicle** weights, crack sealing, performance evaluation of pavements and maintenance techniques, and computer-based performance prediction methods, expert systems, and pavement management systems. Other areas include guiderail **design** and evaluation, illumination design and **noise** control.

**RESEARCH AND DEVELOPMENT BRANCH
MATERIALS RESEARCH OFFICE**

MTO 20

Central Bldg., 3rd Flr., Rm. 331
1201 Wilson Ave.
Downsview M3M 1J8
416-235-4740

The Materials Research Office conducts **research** into the properties and applications of materials used in **highway** construction and maintenance. These include concrete, steel, asphalt cements, elastomers, polymers, soils, mineral aggregates, coating, and de-icing **chemicals**. The office also develops technology for the investigation and **rehabilitation** of deteriorated **bridges**, snow and ice control, vegetation management within the highway right-of-way, erosion control, environmental impacts, and pavement marking. **Publications** prepared by the office are available from the editor, Technical Publications (416-235-3480).

**RESEARCH AND DEVELOPMENT BRANCH
HIGHWAY INNOVATIONS AND
STRATEGIC RESEARCH OFFICE**

MTO 21

Central Bldg., 3rd Flr.
1201 Wilson Ave.
Downsview M3M 1J8
416-235-4743

The Highway Innovations and Strategic Research Office conducts research into strategic and economic program issues, human factors related to the highway program, and develops methods to improve the implementation of research findings into Ministry practice; also included is the integration of new products and engineering techniques. The office is developing a computer database of new product information and research activities, and monitoring the activities of the United States **Strategic Highway Research Program** (SHRP) and the Canadian equivalent (CSHRP). **Publications** include technical reports based on in-house research and funded projects.

ASSISTANT DEPUTY MINISTER—CORPORATE SERVICES**FINANCIAL PLANNING AND ADMINISTRATION
BRANCH**

MTO 22

1201 Wilson Ave., 6th Flr., West Tower
Downsview M3M 1J8
416-235-4224

The Financial Planning and Administration Branch provides the Ministry with financial direction, planning, management and accounting services and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other Ontario Government ministries and agencies. The branch is organized into four main function areas: general accounting including payroll, accounts payable and expense account services; financial systems development, maintenance, and control; budgetary planning, evaluation, development, control and analysis; prequalification of contractors for bidding on government contracts.

INFORMATION SYSTEMS BRANCH

MTO 23

1201 Wilson Ave., 2nd Flr., West Tower
Downsview M3M 1J8
416-235-3933 General Information
416-235-4380 Client Support

The Information Systems Branch is involved in the development and maintenance of Ministry automated applications. Specialists develop and support computer-related management, regulatory and transportation/engineering applications. Data processing standards, procedures and policies are evolved and maintained, and end user and technical support services for mainframe, micro hardware and software are available.

Other services include hardware and software acquisition support, distributed data communication network support, corporate information technology planning support, product evaluation and testing, and data security coordination and administration.

HUMAN RESOURCES BRANCH

MTO 24

1201 Wilson Ave., 1st Flr., West Tower
Downsview M3M 1J8
416-235-3841

The Human Resources Branch provides consulting services to head office line managers and functional leadership to Regional personnel staff in all matters relating to human resource management.

The branch's functions include establishing human resource management policies and procedures; implementing new initiatives; designing, implementing and managing a human resource planning process; developing programs to encourage the practice of good health and safety habits in the work place; planning, developing and coordinating an Employment Equity Program; training and development of management and staff; providing input to collective agreement on matters affecting working conditions.

It also provides administrative service regarding employee benefits and group insurance, classification, staffing, staff relations and pay administration.

**HUMAN RESOURCES BRANCH
EMPLOYMENT EQUITY OFFICE**

MTO 25

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-235-4739

The Employment Equity Office provides consultative expertise in the development of a broad range of initiatives designed to improve the labour force status of designated groups and support their full participation in the workplace. This includes special activities to diversify the occupational distribution of racial minorities, native people, women, francophones and the disabled.

SUPPLY AND SERVICES BRANCH

MTO 26

1201 Wilson Ave., Central Bldg., Rm. 130
Downsview M3M 1J8
416-235-3782

The Administrative Services Office, under the Supply and Services Branch, has two main sections: Office Services (235-4827) provides postal distribution services, and a wide spectrum of facilities and services related to an integrated office environment (accommodation/telecommunication). Graphic Services (235-4365) is a centralized graphics and publica-

tions planning, production and distribution facility, which also coordinates the production and distribution of Ministry **maps** and **manuals** including Ontario road maps (235-4339) and deals with information and data resource management issues (235-4344).

The Ontario Government Fleet and Service Centre Administration Office provides coordination and direction for the effective management of government fleet (235-4898) and disposal services for all government **vehicles**, as well as, other obsolete items (235-3774); purchases of all vehicles/equipment, **petroleum** products and tires (235-3765). The Office is also responsible for the **service centres** on Highway 400 and 401, and monitors **food** services within the Downsview complex (235-3776).

General Purchasing (235-3748) provides a procurement services for Head Office, as well as, major common purchases for the Ministry.

Tenders Section (235-3746) provides a public tendering service for the Ministry's engineering and supply contracts.

Central Stores Section administers a central inventory and distribution service for the Ministry (235-3477).

FRENCH LANGUAGE SERVICES OFFICE

MTO 27

1201 Wilson Ave., 6th Flr., West Tower
Downsview M3M 1J8
416-235-4547

The French Language Services Office coordinates and monitors the implementation plan to meet the Ministry's obligations under the French Language Services Act; advises the Deputy Minister on related issues; provides guidance and assistance to all levels of management relating to the planning and effective delivery of programs, activities and services in French; and serves as a link between the francophone community and the Ministry. The office also coordinates translation services within the Ministry.

POLICY DIVISION

AVIATION OFFICE

MTO 28

1201 Wilson Ave., 2nd Flr., West Tower
Downsview M3M 1J8
416-235-4049

The Aviation Office develops provincial policies on aviation matters; works with the federal government and the aviation industry to improve transportation services and facilities; and monitors **air** services in Ontario to ensure that an adequate level of services is maintained.

The office gives technical advice and **financial assistance** to **municipalities** for the development and maintenance of municipal **airports**; and plans and programs the construction and maintenance of remote airports in **Northern Ontario**.

The actual construction and maintenance activities for remote airports are carried out by this Ministry's Remote Northern Transportation Office, Northwestern Region.

MARINE OFFICE

MTO 29

1201 Wilson Ave., 2nd Flr., West Tower
Downsview M3M 1J8
416-235-4044
Fax 416-235-4938

The Marine Office works closely with other ministries, the federal, provincial and state governments, and international agencies in cooperation with ports, carriers, shipyards, shippers and others within the province, to formulate provincial policy supporting **transportation** activities on the **Great Lakes**, the **St. Lawrence Seaway** and inland waters, to benefit the public in Ontario.

RAIL OFFICE

MTO 30

1201 Wilson Ave., 2nd Flr., West Tower
Downsview M3M 1J8
416-235-4058

The Rail Office develops provincial policy on **rail** matters, and maintains close contact with railway companies, shippers and regulatory authorities.

PROVINCIAL TRANSPORTATION SYSTEMS OFFICE

MTO 31

1202 Wilson Ave., 2nd Flr., West Tower
Downsview M3M 1J8
416-235-4069

The Provincial Transportation Systems Office offers a Physical Distribution consulting service for small **business** firms encountering difficulties in getting their products to market. Service is provided by professional staff located in Downsview (see above), Thunder Bay, Sault Ste. Marie, and Kingston (see below). The office also acts as the primary contact with those in the private sector responsible for goods distribution, provides analysis, and prepares policy on goods distribution issues.

The **Northern Ontario Freight Rate/Service Information Program** (toll-free 1-800-461-2280) provides **freight rate and service information** for domestic and export truck, air and small shipments to, from and within Northern Ontario.

In addition, the office develops corporate policy positions on multi-modal passenger **transportation** issues and long-range perspectives for public and private transportation, particularly intercity. The office is also responsible for the Ministry's role in support of inter-modal passenger terminals, and **publishes** the "**Ontario Intercity Guide to Public Transportation**" for free distribution.

Provincial Transportation Systems Office

421 Bay St., 5th Flr.
Sault Ste. Marie P6A 2A7
705-942-7447

Provincial Transportation Systems Office

355 Counter St.
Kingston, K7L 5A3
613-545-4604

Provincial Transportation Systems Office

435 James St. S.
Thunder Bay P7C 5G6
807-475-SHIP

STRATEGIC POLICY SECRETARIAT

MTO 32

1201 Wilson Ave., Main Flr., East Bldg.

Downsview M3M 1J8

416-235-4434

The Strategic Policy Secretariat provides corporate services to the Minister, Deputy Minister and Ministry personnel. It assumes responsibility for special corporate-based projects and is composed of three offices.

The Corporate Planning Office coordinates the Ministry's strategic planning process, provides support to the Minister's and Deputy Minister's offices and Executive Committees, and provides overall liaison with Cabinet Office and other ministries on government policy matters.

The Corporate Policy and Outlooks Office carries out specific corporate policy coordination (e.g. sustainable development, natives issues, multi-cultural service) and assists with specific policy aspects of individual projects. The office monitors the external environment and provides the Ministry's senior management with information and analysis on social, economic, institutional and **technological** developments and trends. The office coordinates the Ministry's approval process for non-commissioned and commissions surveys of the public.

The External Relations Office coordinates **transportation** related **inter-governmental** relationships between Ontario and other provinces, neighbouring states and the federal government. The office hosts foreign delegations to the Ministry, coordinates senior management trips outside Ontario, and the Ministry's participation at transportation-related conferences and associations. The office provides the Ministry's senior management with analysis of information gathered through monitoring activities, new programs and legislation of the federal and provincial governments.

PLANNING DIVISION

PLANNING DIVISION

MTO 33

1201 Wilson Ave., 3rd Flr., West Tower

Downsview M3M 1J8

416-235-3996

Fax 416-235-5224

The Planning Division is responsible for the development of transportation plans, implementation strategies and priority setting. Its allocation systems support the municipalities' approved annual expenditures on road, transit and airport transportation programs. These areas reflect Ministry policies and directions which ensure balanced, integrated and multi-modal provincial, regional and urban transportation networks.

Transportation research and development works with public sector organizations, universities, colleges and the private sector to meet the province's public transportation needs and enhance the performance of the system. At the same time, consumer needs and government objectives on energy and the environment, and the anticipated future of transportation are addressed.

MUNICIPAL TRANSPORTATION
POLICY PLANNING BRANCH
1201 Wilson Ave., 3rd Flr., West Tower
Downsview M3M 1J8
416-235-3975
Fax 416-235-5224

MTO 34

The branch consists of the Transportation Demand Research Office (235-4079); Municipal Transportation Policy Office (235-4093); Toronto Area Coordinating Office (235-3971); and Coordinator, Transportation for Disabled and Elderly Persons (235-5206). This branch guides **municipal transportation** towards a balanced system of transit and roads by developing position papers on key issues and specific policy options; researches **travel demand**; monitors future trends and travel behavior in the province; coordinates both broad and specific mobility initiatives for **disabled** and **elderly** persons; implements policy directions to coordinate its efforts with other offices, ministries, municipalities and transportation agencies; and provides a transportation focus within the Ministry for major planning initiatives in the greater Toronto area.

MUNICIPAL ROADS BRANCH
Cochrane Temiskaming Resources Centre
P. O. Bag 3010, Hwy. 101
South Porcupine P0N 1H0
705-235-8691
Fax 705-235-8310

MTO 35

The Municipal Roads Branch formulates policy for providing **financial assistance** to **municipalities** and groups in **unorganized territories** for the **construction** and maintenance of **roads** and **bridges**. The office develops systems to assist municipalities in the overall programming of capital works, and administers the **Public Transportation and Highway Improvement Act** and the **Local Roads Boards Act**. Construction and maintenance in unorganized territories is carried out in various district offices under the direction of Regional Municipal Roads Offices. The district offices maintain direct day-to-day contact with the municipalities. For a list of the district offices, see this Ministry's Operations Division entry.

MUNICIPAL ROADS OFFICE
1201 Wilson Ave., 1st Flr., Atrium Tower
Downsview M3M 1J8
416-235-5397

MTO 36

The Municipal Section (Toronto District Office) administers the Ministry's **Municipal Roads Subsidy Program**, which provides **financial assistance** and technical guidance to **municipalities** for the construction and maintenance of **roads**. The district is responsible for all municipalities in Metro Toronto and the Regions of Durham, Peel and York.

The District Municipal Office determines subsidy requirements of municipalities through annual update of Road Needs Studies, recommends supplementary and connecting link allocations, determines eligibility for subsidy of various types of work, and ensures that **subsidy** funds are spent in compliance with Ministry policies and standards.

Overall program coordination, financial administration and policy development are provided by the Municipal Roads Branch, a unit of the MTO Head Office located in Timmins, Ontario. A Regional Municipal Office provides program coordination at each of the district offices listed under the Operations Division entry.

The principal act under which this program operates is the Public Transportation and Highway Improvement Act, with occasional reference to the Municipal Act and the Highway Traffic Act.

TRANSIT OFFICE

MTO 37

1201 Wilson Ave., 3rd Flr., West Tower
Downsview M3M 1J8
416-235-4010
Fax 416-235-5224

The Transit Office provides **financial** (capital and operating) and technical assistance to **municipalities** for **transit** operations, including specialized services for physically **disabled persons**. Assistance is also made available for construction, acquisition and rehabilitation of capital assets and equipment, and for transit planning studies and demonstration projects.

**TRANSPORTATION TECHNOLOGY AND
ENERGY BRANCH**

MTO 38

Central Bldg., 3rd Flr., Rm. 333
1201 Wilson Ave.
Downsview M3M 1J8
416-235-5043

The Transportation Technology and Energy Branch conducts and promotes **research**, development, demonstration and the application of **transportation** and **energy technologies** and systems to improve the efficiency and effectiveness of Ontario's transportation systems. The branch also supports the transportation industry and fosters economic growth.

Technical **Publications** (235-3466) publishes and distributes technical reports, newsletters and brochures in support of the branch's activities.

**TRANSPORTATION TECHNOLOGY AND
ENERGY BRANCH
TRANSPORTATION INDUSTRY SUPPORT**

MTO 39

1201 Wilson Ave., East Bldg., Rm. 144
Downsview M3M 1J8
416-235-3745

Transportation Industry Support (TIS) provides a focus within the Ministry for transportation initiatives related to **technological** and **industrial** development in Ontario. This function is realized by working with other ministries and levels of government to promote the development of **business** opportunities identified through the Ministry of Transportation's wide-ranging **transportation** related activities. By providing a point of contact with and for industry, TIS facilitates access to advice, expertise, information and staff resources.

**TRANSPORTATION TECHNOLOGY AND
ENERGY BRANCH
VEHICLE TECHNOLOGY OFFICE**

MTO 40

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-235-5019

This office initiates, conducts and evaluates research, development and demonstration activities to improve productivity, **safety** (including stability and handling), and application of technology to **bus transit** and commercial vehicles. The office conducts **research** on

motor vehicles, trucks, alternate fuels, and electric propulsion systems, develops and demonstrates new products for vehicles to improve the mobility of the handicapped. Special testing facilities, including an instrumentation **laboratory**, chassis dynamometer and commercial vehicle test track, support these activities and other Ministry needs.

TRANSPORTATION TECHNOLOGY AND
ENERGY BRANCH
RAIL AND ADVANCED TRANSPORTATION
SYSTEMS OFFICE

MTO 41

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-235-3459

This office conducts and manages **research** development and demonstration in **rail transportation** technology. The office conducts systems studies with the aim of determining the merit of alternative systems, **technologies** and approaches. These activities are often conducted jointly with transit properties, industry, universities and other government and research organizations. The office also provides technical advice to the Ministry on rail transportation issues.

TRANSPORTATION TECHNOLOGY AND
ENERGY BRANCH
TRANSPORTATION CONTROL TECHNOLOGY
AND SYSTEMS OFFICE

MTO 42

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-235-3459

The Transportation Control Technology and Systems Office conducts, promotes and facilitates **research**, development and demonstration activities in the application of control and information system technologies to improve transportation in Ontario. Emphasis is on assisting the public and private sectors in improving productivity and the quality of life in Ontario as it pertains to transportation. Activities are concentrated in the areas of urban transit management; vehicular control systems; Intelligent Vehicle/Highway Systems (IVHS); driver information systems; automatic vehicle identification; and other advanced technology applications such as Wide Area Vehicle Monitoring (WAVM), robotics, fare collection, automatic passenger counting, vehicle diagnostics, smart cards, and expert systems.

TRANSPORTATION TECHNOLOGY AND
ENERGY BRANCH
TRANSPORTATION ENERGY AND
PRODUCTIVITY OFFICE

MTO 43

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-235-5037

The Transportation Energy and Productivity Office promotes energy and operational efficiency and productivity within Ontario's transportation sector. The office reaches Ontario's trucking industry, industrial and institutional fleets, and provides information to municipalities, other ministries, and the general driving public. The office provides the following information: **municipal transportation energy conservation**; ride-sharing (car and van pooling); DriveSave (**driver** efficiency improvement); TruckSave (**truck** energy con-

servation); alternative transportation **fuels** (propane, **natural gas**, methanol, greater use of diesels).

TRANSPORTATION TECHNOLOGY AND
ENERGY BRANCH
TRAFFIC AND DECISION SYSTEMS OFFICE

MTO 44

Central Bldg., 3rd Flr., Rm. 333
1201 Wilson Ave.
Downsview M3M 1J8
416-235-3459

The Traffic and Decision Systems Office is responsible for research and development of traffic control and information systems which improve the safety and cost-effectiveness of the roadway transportation system. These include **traffic** management systems for urban freeways and street networks, traffic and road/weather information systems, and mobile information systems. The emphasis is on the application of new **technology** and techniques such as vehicle navigation and route guidance systems, traffic simulation and animation, real-time control and expert systems. Recent activities have focussed on "intelligent vehicle/highway systems" and their future impact on the roadway **transportation** system.

ASSISTANT DEPUTY MINISTER—SAFETY AND REGULATION

TRANSPORTATION REGULATION
DEVELOPMENT BRANCH

MTO 45

1201 Wilson Ave., 2nd Flr., West Bldg.
Downsview M3M 1J8
416-235-3585
Fax 416-235-3633

The branch promotes safety on Ontario's highways by assisting in the promotion and coordination of **highway safety** activities in the public and private sectors. It develops, monitors and evaluates **educational**, regulatory or policy initiatives designed to influence the qualification, behavior and attitudes of **drivers** and other road users and the use of safety-related vehicle equipment; conducts highway safety research, primarily in the driver behavior area; disseminates highway safety **information**, data and research findings; and publishes the **Ontario Road Safety Annual Report**. The legislation and regulation involves primarily the **Highway Traffic Act**, **Motorized Snow Vehicles Act**, and **Off Road Vehicles Act**.

TRANSPORTATION REGULATION OPERATIONS DIVISION

END USER SERVICE

MTO 46

3501 Dufferin St., 4th Flr.
Downsview M3K 1N6
416-235-4502

End User Service is an internal systems support office serving the operational units with the Safety and Regulation program. The office provides business analysis, technology evaluations, and micro based system development. A major responsibility is serving the senior management information needs through provision of executive information systems, electronic mail and office related facilities. The services are handled out of Toronto and the Kingston office located at 355 Counter St., Kingston K7L 1A7 (613-544-2220).

COMPLIANCE BRANCH
CARRIER LICENSING OFFICE
3501 Dufferin St., 3rd Flr.
Downsview M3K 1N6
416-235-4493
Toll-free 1-800-387-7736

MTO 47

The Carrier Licensing Office administers the Public Vehicles Act, the Truck Transportation Act and the **Motor Vehicle Transport Act**, 1987. The office issues operating licences under the **Public Vehicles Act (PV)**, e.g., bus and charter bus operations, and for-hire **trucking** under the **Truck Transportation Act (TTA)**. These operating licenses are necessary for buses and trucks operating in a for-hire environment beyond municipal boundaries. The office also administers the issuing of operating **licenses** for a for-hire bus and truck operations under the Motor Vehicle Transport Act (Canada) 1987. This Act covers for-hire transportation across the provincial boundaries, including corridor movements through the province.

The issuance of **Commercial Vehicle Operator Registration Certificates** is also controlled by this office. These certificates are issued under the authority of the **Highway Traffic Act**.

Applications for a **cartage** licence to transport goods within the boundaries of a municipality should be made to the Clerks Office of that municipality.

COMPLIANCE BRANCH
CARRIER CONTROL OFFICE
3501 Dufferin St., 3rd Flr.
Downsview M3K 1N5
416-235-4479

MTO 48

The Carrier Control Office investigates purported contraventions under the Motor Vehicle Transport (federal), Truck Transportation (provincial), Public Vehicles (provincial) and Highway Traffic Acts. It monitors operations of carriers through the Commercial Vehicle Operator Record and initiates control and sanction proceedings against offenders for the aforementioned Acts. The Enforcement Liaison Section monitors commercial vehicle enforcement programs and acts as a focal point for **National Safety Code** initiatives and relations with other jurisdictions.

COMPLIANCE BRANCH
OPERATIONAL POLICY AND STANDARDS OFFICE
West Bldg., 2nd Flr., Rm. 212
1201 Wilson Ave.
Downsview M3M 1J8
416-235-3568

MTO 49

The Operational Policy and Standards Office promotes the uniform delivery of programs to the public by providing directives, operating procedures and technical expertise within the Compliance Branch.

The office develops and implements regulations, policies and field training in support of the Ministry's commercial vehicle safety and regulatory enforcement activities. The office has policy responsibility for the province-wide network of **motor vehicle** inspection stations, roadside **truck** inspection stations, the **transportation** of dangerous goods, the National Safety Code and the Commercial Vehicle Safety Alliance.

COMPLIANCE BRANCH
VEHICLE STANDARDS OFFICE
West Bldg., 2nd Flr., Rm. 206
1201 Wilson Ave.
Downsview M3M 1J8
416-235-3587

MTO 50

The Vehicle Standards Office provides consulting services to the Ministry, other government agencies and the public on **vehicle** related legislation and regulations, vehicle safety standards, vehicle performance and handling characteristics.

LICENSING AND CONTROL BRANCH
1201 Wilson Ave., East Bldg.
Downsview M3M 1J8

MTO 51

The Licencing and Control Branch regulates qualifications and performance, and maintains licensing, registration and conviction records for **drivers** and **vehicles**. The branch also provides driver and vehicle **information** to the public, the courts and law enforcement agencies. For inquiries concerning vehicle licensing, driver control (suspensions, demerit points), and driver **licensing** (renewals, change of address), call 235-2999; inquiries on the Canadian Agreement on Vehicle Registration call 235-4775; inquiries for Oversize/overweight Permits call 235-4811, or contact the nearest regional or district Drivers and Vehicles Office (see Operations Division, Drivers and Vehicles Office).

LICENSING AND CONTROL BRANCH
RECIPROCITY AND PRORATE UNIT
1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-235-5252

MTO 52

The Reciprocity and Prorate Office administers Ontario's participation in the **Canadian Agreement on Vehicle Registration (CAVR)**, which has been implemented by all ten Canadian provinces (excluding the territories). The objective of the agreement is to provide for the smooth and efficient movement of goods across provincial boundaries, allowing **trucking** companies and commercial carriers to apportion their registration fees in each participating province. The office provides reciprocity for **registration** of commercial **motor vehicles** (trucks and **buses**) in the following ways. Full and free reciprocity is given for small trucks, trailers, charter buses and trucks carrying used household goods. Commercial vehicles not covered by full and free reciprocity may register in member jurisdictions and have the registration fees prorated, based on the distance travelled in each jurisdiction.

OPERATIONS DIVISION

OPERATIONS DIVISION

MTO 53

Operations Division through five regional and 18 provincial district offices performs pre-contract engineering, **construction** and maintenance activities. The offices also deliver functions of the Municipal Roads Program, Safety and Regulation Program and Air Program. These functions are described more fully under the following Operations Division entries: Administrative Services, Construction Office, Drivers and Vehicles Office, Engineering and Right-of-Way Office, Maintenance Office, Municipal Roads Office, Remote Northern Transportation, and Resources Planning and Scheduling. The Drivers and Vehi-

cles Office has five regional offices, 12 district offices and a number of driver examination centres, which are listed under Operations Division, Drivers and Vehicles Office.

The 18 provincial highways district offices assist municipal authorities in developing and maintaining a system of highways that meets municipal needs and is complementary to the provincial highways system. The offices advise on construction and maintenance techniques, when requested, and authorize payment of Ministry **subsidy** funds to **municipalities**. In **unorganized territories**, construction or maintenance of local roads is carried out in cooperation with land owners. The offices also provide **information** on the condition of provincial **roads** and **highways**. **Permits** for entrances onto provincial highways, as well as for **advertising** signs and buildings/structure adjacent to the highways are issued through the district offices. Listed below are the five regional and 18 provincial highway district offices.

CENTRAL REGION

Regional Office

1201 Wilson Ave., Atrium Tower

Downsview M3M 1J8

416-235-2711

If long distance dial

1-800-268-0637 (General Information)

1-800-268-1376 (Road Information)

1-800-268-1387 (Winter Conditions)

Burlington District

P. O. Box 5020

1182 North Shore Blvd. E.

Burlington L7R 3Z9

416-637-5625

Toronto District

1201 Wilson Ave., Atrium Tower

Downsview M3M 1J8

416-235-5385

Port Hope District

P. O. Box 150

138 Hope St. N.

Port Hope L1A 3W3

416-885-6381

EASTERN REGION

Regional Office

P. O. Box 4000

355 Counter St.

Kingston K7L 5A3

613-544-2220

If long distance dial

1-800-267-0295 (General Information)

1-800-267-0284 (Road Information)

Bancroft District

P. O. Box 300

64 Monck Rd.

Bancroft K0L 1C0

613-332-3220

If long distance ask Operator
for Zenith 83580

(General & Road Information)

Kingston District

P. O. Box 4000

355 Counter St.

Kingston K7L 5A3

613-544-2220

Ottawa District

530 Tremblay Rd.

Ottawa K1G 0E4

613-745-6841

NORTHERN REGION

Regional Office

P. O. Box 3030

447 McKeown Ave.

North Bay P1B 8L2

705-472-7900

If long distance dial

1-800-461-9547 (General Information)

1-800-461-9523 (Road Information)

Cochrane District

P. O. Bag 5000

50 Third Ave.

Cochrane P0L 1C0

705-272-4333

Huntsville District
207 Main St.
Huntsville P0A 1K0
705-789-2391

New Liskeard District
P. O. Box 1390
500 Rockley Rd.
New Liskeard P0J 1P0
705-647-6761

North Bay District
P. O. Box 3030
447 McKeown Ave.
North Bay P1B 8L2
705-472-7900

Sudbury District
P. O. Box 7000, Station "A"
McFarlane Lake, Hwy. 69 S.
Government Office Rd.
Sudbury P3A 4S2
705-522-9380

NORTHWESTERN REGION

Regional Office
P. O. Box 1177, Station "F"
615 James St. S.
Thunder Bay P7C 4X9
807-473-2000
If long distance dial
1-800-465-6941 (General Information)
1-800-465-6943 (Road Information)

Kenora District
P. O. Box 5070
808 Robertson St.
Kenora P9N 3X9
807-468-6494

Sault Ste. Marie District
P. O. Box 500
160 McDougall St.
Sault Ste. Marie P6A 5M6
705-942-8120

OPERATIONS DIVISION ADMINISTRATIVE SERVICES

Thunder Bay District
P. O. Box 1177
615 James St. S.
Thunder Bay P7C 4V7
807-473-2043

SOUTHWESTERN REGION

Regional Office
P. O. Box 5338
659 Exeter Rd.
London N6A 5H2
519-681-1441
If long distance dial
1-800-265-6072 (General Information)
1-800-265-6070 (Road Information)

Chatham District
P. O. Box 910
60 Keil Dr.
Chatham N7M 5L3
519-354-1400

London District
P. O. Box 5338
659 Exeter Rd.
London N6A 5H2
519-681-1441

Owen Sound District
P. O. Box 520
1450 Seventh Ave. E.
Owen Sound N4K 5R1
519-376-7350

Stratford District
P. O. Box 8
581 Huron St.
Stratford N5A 6S8
519-271-3550

Regional and district offices provide financial, personnel, supply and support services to all program staff operating out of regional/district and field offices. These services include

payroll and related items; processing accounts for payment; maintaining cost records and budgets; purchasing goods and/or services and stockkeeping; supply and service tenders; communications (telephone, teletype); recruitment, classifications, counselling of staff, etc.; newspaper advertising; secretarial support, furniture and office equipment ordering; and record maintenance. See this Ministry's Operations Division entry for a list of regional and district offices.

OPERATIONS DIVISION
TRANSPORTATION CAPITAL BRANCH
1201 Wilson Ave., 4th Flr., West Tower
Downsview M3M 1J8
416-235-4154

MTO 55

This branch is responsible for the effective management of all highway capital investment resources and for highway system plan coordination. It provides highway system planning, priority setting, programming services, scheduling and expenditure control for capital construction and ancillary investment.

The Highway Planning Office assesses highway system conditions, deficiencies, short and long term capital needs; develops priorities and appropriate capital investment strategies; develops and administers the **highway** system management plan, future network perspectives, and carries out system planning studies for existing or proposed links in the provincial highway network.

The Highway Capital Administration Office's function is administration and financial coordination within the Provincial Highways Program, including establishment of budgets and monitoring current year expenditures for each activity of the program. The office also prepares and maintains multi-year highway capital **construction** plans, and is responsible for staging award schedules and current year expenditure control of all provincial highway improvement initiatives.

OPERATIONS DIVISION
ESTIMATING OFFICE
1201 Wilson Ave., 6th Flr., West Tower
Downsview M3M 1J8
416-235-4287

MTO 56

The Estimating Office advises senior Ministry officials on the fair price for **highway construction** and maintenance contracts. Activities include giving an **economic** analysis of highway construction and related work; producing annual reports on the costs of highway construction, structures and unit prices; and determining contractor bid trend results, along with the quantities and unit value of manufactured and raw material incorporated into the work.

OPERATIONS DIVISION
CONSTRUCTION OFFICE

MTO 57

Through five Regional Construction Offices, the Ministry administers and supervises contracts for the **construction** of new **highway** facilities and for rehabilitation and upgrading of the existing highways. These offices are located at the five regional offices listed under this Ministry's Operations Division entry.

OPERATIONS DIVISION
ENGINEERING AND RIGHT-OF-WAY OFFICE

MTO 58

An Engineering and Right-of-Way Office is located at each of the Ministry's five regional offices listed under the Operations Division entry. Each office manages all pre-construction engineering activities, **environmental** assessment, **property** acquisition and disposal required for the Ministry's **highway** improvement programs. The Planning and Design Section prepares preliminary designs and assessments of existing and future highway systems; produces detailed project and contract designs; coordinates activities to ensure that detailed design contract packages conform to the Environmental Assessment Act; and ensures compatibility of public and private developments with existing highway facilities and future improvements. The Surveys and Plans Section provides all engineering and land **surveys** and aerial **photograph** interpretation in the region. The Property Section acquires, manages, leases and sells the Ministry's property holdings. The Geotechnical Section conducts investigations and evaluations of existing **soil** conditions; recommends embankments and pavement designs; specifies retaining wall and culvert foundation capacities; and identifies and tests aggregate sources suitable for use by Ministry contractors. The Structural Section undertakes structural and **hydrological** designs. The Transportation Planning Section identifies the need for provincial transportation corridors that will be required in the future to support the planned growth in the region.

OPERATIONS DIVISION
MAINTENANCE OFFICE

MTO 59

The **Highway Maintenance Program** for all districts in the region is coordinated, approved and monitored through the regional offices (see list under this Ministry's Operations Division entry). They manage **construction** and maintenance programs associated with patrol yards and buildings. Through their Traffic Section, the offices collect **traffic statistics**, conduct traffic operations studies, determine **road** information, sign and traffic signal locations, and provide traffic engineering services, upon request from external and internal authorities.

OPERATIONS DIVISION
REMOTE NORTHERN TRANSPORTATION

MTO 60

615 South James St.
P. O. Box 1177
Thunder Bay P7C 4X9
807-473-2000

This office, located in the northwestern regional headquarters, is responsible for the **construction** and ongoing operation of remote **airports** in **Northern Ontario**. For information on provincial policy on aviation matters, see this Ministry's Aviation Office entry.

OPERATIONS DIVISION
INFORMATION TECHNOLOGY OFFICE

MTO 61

The Information Technology Office is located in this Ministry's Central Region (see the Operations Division entry). Activities include providing **computer** services planning, implementation, and operational support. The Regional Administrative Services Office supports these functions in the other regions.

OPERATIONS DIVISION DRIVERS AND VEHICLES OFFICE

MTO 62

The Drivers and Vehicles Office provides driver examination, vehicle inspection and highway carrier enforcement programs through five regional and 15 district offices in the province. The offices hold driver examination tests for various classifications of **drivers of motor vehicles**, including **motorcycles**, and for driver education instructors. Driver **licences** are issued at 64 full-time centres and 98 travel points. Offices throughout the province conduct demerit system and driver improvement interviews. The vehicle inspection function involves inspection of commercial motor vehicles, monitoring of **school** and non-commercial **bus** inspection, issuance of **safety** standard certificates, and operation of portable and permanent inspection lanes. Highway carrier officers inspect commercial motor vehicles for compliance with weight and license legislation. Oversize/overweight **permits** are issued in districts on an annual, project and single-trip basis. The following is a list of the five regional offices, 15 district offices, and 64 full-time driver examination centres.

CENTRAL REGION

Regional Office

Atrium Tower
1201 Wilson Ave.
Downsview M3M 1J8
For all areas dial
1-800-268-7590 vehicle inquiry
1-800-268-0637 general inquiry

District Offices

John Rhodes Centre
7900 Airport Rd.
Brampton L6T 4N8
416-793-4340
(Regional Municipalities of
Halton and Peel)

Driver Licensing
416-793-4336

Bus and Truck Operations
Safety Inspection of Vehicles
Oversize/Overweight Permits
416-793-4340

Port Hope District
138 Hope St. N.
P. O. Box 150
Port Hope L1A 3W3
416-885-2481
(Counties of Northumberland,
Peterborough, Victoria and
Regional Municipality of Durham)

Driver Licensing
Bus and Truck Operations
Safety Inspection of Vehicles
416-885-2481

Oshawa Office
67 Thornton Rd.
Oshawa L1J 5Y1
416-728-7506

Toronto District
773 Warden Ave.
Scarborough M1L 4C2
416-751-4956
(Regional Municipality of York &
Metropolitan Toronto)

Driver Licensing
416-751-4952

Bus & Truck Operations
Safety Inspection of Vehicles
416-235-4657

Vehicle Permits & Licences
416-325-8666 Queen's Park

Oversize/Overweight Permits
416-235-4657

Hamilton District

370 Kenora Ave. N.

Stoney Creek L8E 2W2

416-561-5921

(County of Brant, the former
County of Haldimand & the Regional
Municipalities of
Hamilton-Wentworth and Niagara)

Driver Licensing

416-561-5921

Bus & Truck Operations

416-561-5926

Safety Inspection of Vehicles

416-561-5927

Vehicle Permits & Licences

416-561-5921

Oversize/Overweight Permits

416-561-5926 Hamilton

416-685-6528 St. Catharines

EASTERN REGION

Regional Office

355 Counter St.

Kingston K7L 5A3

613-544-2220

If long distance dial

1-800-267-0295 (switchboard)

1-800-267-0293 (driver & vehicle)

District Offices

Kingston District

355 Counter St.

Kingston K7L 5A3

613-544-2220

(Counties of Lennox and Addington,
Hastings, Prince Edward, Frontenac,
Leeds and Grenville, Stormont,
Dundas and Glengarry)

Ottawa District

1570 Walkley Rd.

Ottawa K1V 6P5

613-731-3962

(Counties of Lanark, Renfrew,
Prescott, Russell and the Regional
Municipality of Ottawa-Carleton)

Driver Licensing

613-731-1762

Bus & Truck Operations

Safety Inspection of Vehicles

Oversize/Overweight Permits

Vehicle Permits & Licences

613-731-6451

NORTHERN REGION

Regional Office

447 McKeown Ave.

P. O. Box 3030

North Bay P1B 8L2

705-472-7900

If long distance dial

1-800-461-9548

District Offices

North Bay District

447 McKeown Ave.

North Bay P1B 8L2

705-472-7900

If Long distance dial

1-800-461-9548

(District of Parry Sound,
Nipissing, the District
Municipality of Muskoka & the
Provisional County of Haliburton)

Timmins District

83 Algonquin Blvd. W.

Timmins P4N 2R4

705-264-5349

(Districts of Timiskaming and
Cochrane)

Driver Licensing

705-264-5349

Sudbury District
 782 La Salle Blvd.
Sudbury P3A 4V4
 705-566-0315
 (Sudbury, Manitoulin and
 Eastern part of Algoma District
 and the Regional Municipality
 of Sudbury)

Bus & Truck Operations
Safety Inspection of Vehicles
Oversize/Overweight Permits
 705-566-1414

Driver Licencing
 705-566-0315

NORTHWESTERN REGION

Regional Office

615 James St. S.
 Box 1177
Thunder Bay P7C 4X9
 807-473-2122
 If long distance dial
 1-800-465-5032/3 (road information)
 1-800-465-5034 (switchboard)
 1-800-465-5035 (drivers & vehicles)

District Offices

Kenora District
 808 Robertson St.
 Box 2250
Kenora P9N 3X8
 807-468-2774
 (Districts of Kenora
 & Rainy River)

Driver Licensing
 807-468-2774

Oversize/Overweight Permits
 807-468-2781

Bus & Truck Operations
 807-468-2780

Safety Inspection of Vehicles
 807-468-2780

Sault Ste. Marie District
 688 Second Line E.
Sault Ste. Marie P6B 4K3
 705-945-9393
 (District of Algoma)

Driver Licensing
Bus and Truck Operations
Safety Inspection of Vehicles
Oversize/Overweight Permits
 705-945-9395

Thunder Bay District
 615 James St. S.
Thunder Bay P7C 4X9
 807-473-2122
 (District of Thunder Bay)

Vehicle Licensing
Driver Licensing
 807-473-2122

Oversize/Overweight Permits
 807-473-2040

Bus & Truck Operations
Safety Inspection of Vehicles
 807-473-2021

Dryden Office
 479 Government Rd.
 P. O. Box 3000
Dryden P8N 3B3
 807-223-3237

Fort Frances Office
 283 Church St.
 P. O. Box 536
Fort Frances P9A 1C7
 807-274-6623

Wawa Office
 25 Government Rd.
 Box 710
Wawa P0S 1K0
 705-856-2394

SOUTHWESTERN REGION

Regional Office

659 Exeter Rd.
P. O. Box 5338
London N6A 5H2
519-681-1441
If long distance dial
1-800-265-6072

District Offices

Kitchener District
524 Belmont Ave. W.
Kitchener N2M 5E3
519-744-1120
(Counties of Huron, Perth,
Wellington, Bruce, Grey,
Dufferin, Simcoe and the Regional
Municipality of Waterloo)

Driver Licensing
519-744-6340

Bus & Truck Operations
519-744-1129 Kitchener
519-482-5536 Clinton
519-376-1341 Owen Sound
705-739-6626 Barrie

Safety Inspection of Vehicles
519-744-1120

Oversize/Overweight Permits
705-739-6622 Barrie
519-744-6340 Kitchener

London District
659 Exeter Rd.
London N6A 5H2
519-681-1441
If long distance dial
1-800-265-6073 (suspension info)
(Counties of Elgin, Oxford,
Middlesex and the former County
of Norfolk)

Bus & Truck Operations
519-681-1441, Ext. 240 London
519-268-8240 Putnam
519-842-5739 Tillsonburg

Safety Inspection of Vehicles
Oversize/Overweight Permits
Vehicle Permits & Licences
519-681-1441

Windsor District
2090 Wyandotte St. E.
Windsor N8Y 1E6
519-258-8312
(Counties of Essex,
Kent & Lambton)

Driver Licensing
Bus & Truck Operations
519-258-8312 Windsor
519-723-2227 Windsor
519-542-7709 Sarnia

Safety Inspection of Vehicles
519-258-8312

Oversize/Overweight Permits
519-542-7707/8 Sarnia
519-258-8312 Windsor

DRIVER EXAMINATION CENTRES

800 Yonge St. S.
Aurora L4G 1M2
416-773-5019

64 Monck St., Box 300
Bancroft K0L 1C0
613-332-4441

The Duckworth Plaza
353 Duckworth St.
Barrie L4M 3X8
705-726-9093

220 Dundas St. E.
Belleville K8N 1E3
613-962-8661/2

John Rhodes Driver
Examination Centre
7900 Airport Rd.
Brampton L6T 4N8
416-793-4340

14 Holiday Inn Dr.
P. O. Box 1554
Brantford N3T 5V6
519-756-5735/0290

2382 Parkdale Ave.
Brockville K6V 3G8
613-342-9772/9

Towers Plaza
152 Plains Rd. W.
Burlington L7T 1E9
416-632-0446

261 Elgin St. N.
Box 123
Cambridge N1R 5S9
519-623-0550

Court House
Cayuga NOA 1E0
416-772-5302

62 Keil Dr. S.
Chatham N7M 3G8
519-352-6154

154 Beech St.
Clinton N0M 1L0
519-482-7831

19 Charles St.
Cobourg K9A 2T4
416-372-5777

50 Third Ave.
Bag 5000
Cochrane P0L 1C0
705-272-4333

120 Tollgate Rd. W.
Cornwall K6J 5M3
613-933-8921/2

479 Government Rd.
P. O. Box 3000
Dryden P8N 3B3
807-223-3237

375 Station Rd.
Box 240
Espanola P0P 1C0
705-869-4884

621 Mowat Ave.
Box 536
Fort Frances P9A 3M8
807-274-6623

Victoria Grange Plaza
25 Victoria Rd. N.
Guelph N1E 5G6
519-824-2790

Mountain Plaza, Store U
673 Upper James St.
Hamilton L9C 5R9
416-389-2242/3

21 Nelson St.
Hawkesbury K6A 1L4
613-632-4638

207 Main St. W.
Equipment Bldg.
Huntsville P0A 1K0
705-789-4170

6 Queen St.
Kapuskasing P5N 1G7
705-335-4290

808 Robertson St.
Box 2250
Ontario Government Bldg.
Kenora P9N 3X8
807-468-9715/5618

355 Counter St.
Kingston K7L 5A3
613-544-2220 Ext. 347

6 Tweedsmuir Rd.
Kirkland Lake P2N 1H9
705-567-7911

524 Belmont Ave. W.
Kitchener N2M 5E3
519-744-6340/1

89 Erie St. N.
Leamington N8H 2Z7
519-326-2581

Ontario Government Bldg.
322 Kent St. W., Rm. 133
Lindsay K9V 2Z9
705-324-6431

659 Exeter Rd.
Box 5338
London N6A 5H2
519-681-2501 (recording)
519-681-2503 (direct line)

578 King St.
Midland L4R 4P3
705-526-9471

500 Rockley Rd.
Box 1209
New Liskeard P0J 1P0
705-647-5406

Stamford Green Plaza
3483 Portage Rd. N.
Niagara Falls L2J 2K5
416-356-0742

447 McKeown Ave.
Box 3030
North Bay P1B 8L2
705-472-7900 Ext. 329

177 Cross Ave.
Oakville L6J 2W7
416-845-0451

50 Fourth Ave., Ste. 3
Orangeville L9W 1G6
519-941-6861

I.G.A. Plaza
404 Laclie St.
Orillia L3V 4P5
705-326-9293

67 Thornton Rd. S.
Oshawa L1J 5Y1
416-728-7616

1570 Walkley Rd.
Ottawa K1V 6P5
613-731-2744

1450 Seventh Ave. E.
Owen Sound N4K 2Z1
519-376-2342/2343

513 Eganville Rd.
Pembroke K8A 4E6
613-732-7041

749 Erskine Ave.
Peterborough K9J 7Y6
705-745-9066

740 Stewart St. N.
Renfrew K7V 3B9
613-432-4556

512 Welland Ave.
St. Catharines L2M 5V5
416-685-6527/8

1362 Lambton Mall Rd., Ste. 4
Sarnia N7S 5A1
519-542-7707/8

370 Lake St.
Sault Ste. Marie P6B 3L1
705-254-4365/6

773 Warden Ave.
Scarborough M1L 4C2
416-751-4952

548 Queensway W.
Box 244
imcoe N3Y 4L1
519-426-6722

283 Brockville St.
Smiths Falls K7A 1P5
613-283-2815

370 Kenora Ave. N.
Stoney Creek L8E 2W2
416-561-5921

581 Huron St.
Stratford N5A 5T8
519-271-0961

200 Metcalfe St. E.
Strathroy N7G 1P8
 519-245-1020

Montrose Mall
 782 LaSalle Blvd.
Sudbury P3A 1X4
 705-566-0316

615 James St. S.
 Box 1177, Station "F"
Thunder Bay P7C 4X9
 807-475-4291
 If long distance dial
 1-800-465-5035

107 Concession St.
Tillsonburg N4G 4W4
 519-842-5739

83 Algonquin Blvd. W.
Timmins P4N 2R4
 705-264-5349

Rm. M1-20, Macdonald Block
Queen's Park, Toronto M7A 2A2
 416-325-5012

Trent Square
 5 Stewart St.
Trenton K8V 6H5
 613-392-3346

220 Ridout St.
Walkerton N0G 2V0
 519-881-3400

11B Second Ave.
 Box 497
Wawa P0S 1K0
 705-856-7086

A & P Plaza
 325 Thorold St. W.
Welland L3C 3W4
 416-732-3132

449 Main St. E.
Winchester K0C 2K0
 613-774-2206

2090 Wyandotte St. E.
Windsor N8Y 1E6
 519-258-8312

Springbank Shopping Plaza
 212 Springbank Ave.
Woodstock N4S 7R3
 519-539-2223

AGENCIES

For background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some agencies of the Ministry of Transportation are listed below. Contact the information branch for unlisted agencies.

ONTARIO HIGHWAY TRANSPORT BOARD

MTO 63

151 Bloor St. W., 10th Flr.
 Toronto M5S 2T5
 416-965-1845

The Ontario Highway Transport Board, an administrative tribunal, recommends to the Minister of Transportation the issuance of and extensions to operating **licences** for **bus** for-hire services, approval or rejection of transfers of operating licences and share transfers under the Public Vehicles Act. Under the Truck Transportation Act, 1988 and the Motor Vehicle Transport Act, 1987, the Board determines the need to hold a public interest hearing and when required holds the hearing. It also maintains a **library**, available to the public for inspection of Board reports and decisions, and publishes its Annual Report.

GO TRANSIT

MTO 64

1120 Finch Ave. W.
Downsview M3J 3J8
416-665-9211
Fax 416-665-9006

GO Transit is the Province of Ontario's inter-regional **transit** system linking Metropolitan Toronto with the surrounding Regions of Durham, York, Peel, Halton, and Hamilton-Wentworth. The system started as a single rail line in 1967, and is now an integrated network of train and bus services running over an 8,000 square kilometre (3,000 square mile) area up to 90 kilometres (55 miles) from downtown Toronto. GO (Government of Ontario) administers the system using contract operators, CN Rail and CP Rail for GO Train service; GO runs its bus service directly. For timetable and fare information, phone the local GO Transit number (in Toronto, 665-0022).

GO operates under the Toronto Area Transit Operating Authority Act, and reports to the Legislature through the Minister of Transportation. The office maintains a library, open to the public (665-9211), and publishes various timetables, brochures, and an annual report.

LICENCE SUSPENSION APPEAL BOARD

MTO 65

700 Bay St., 24th Flr.
Toronto M5G 1Z6
416-963-1583

The Board hears appeals from persons whose **driver** or **vehicle licence** has been suspended under the **Highway Traffic Act**, Section 30 and Section 18. Appeals are also heard concerning the refusal, revocation or conditions of motor vehicle inspection station licences under the Highway Traffic Act, Section 75(8) (a) and (e) and Section 77 (a) and (c).

ACTS

ACTS

MTO 66

The Ministry of Transportation is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's legal services or information/communications branch.

Airports Act
Blue Waters Bridge Act
Bridges Act
Commuter Services Act
Dangerous Goods Transportation Act, 1981
Ferries Act
Highway Traffic Act
Local Roads Boards Act
Ministry of Transportation and Communications Act
Motorized Snow Vehicles Act
Off-Road Vehicles Act, 1983
Ontario Highway Transport Board Act
Ontario Transportation Development Corporation Act
Public Service Works on Highways Act
Public Transportation and Highways Improvement Act
Public Vehicles Act
Railways Act

Statute Labour Act (Part)
Toll Bridges Act
Toronto Area Transit Operating Authority Act
Township of Pelee Act, 1978
Truck Transportation Act, 1988
Urban Transportation Development Corporation Ltd. Act

MINISTRY OF TREASURY AND ECONOMICS

Frost Bldg. S.

Queen's Park, Toronto M7A 1Y7

A Treasury department was first established in Ontario in 1867. Over the years, the Treasury has been a part of various other government departments including Education, Commerce, Development and Federal and Provincial Relations. In 1972, certain sections of the Department of Municipal Affairs and the Department of Treasury and Economics were combined to form the Ministry of Treasury, Economics and Intergovernmental Affairs. The Ministry of Treasury and Economics was established under the Ministry of Treasury and Economics Act, 1978.

Within the Ontario Government, the Ministry of Treasury and Economics recommends fiscal, economic and regional policies. It deals with taxation and fiscal policy (including development of the Provincial Budget), economic policy and analysis, regional economic development, provincial borrowing and accounting, and statistical information. The Ministry also provides analytical and administrative support to the Treasury Board.

DEPUTY MINISTER'S OFFICE

OFFICE OF LEGAL SERVICES

TREASURY 1

Frost Bldg. S., 5th Flr.

Queen's Park, Toronto M7A 1Y7

416-325-1455

Legal services for the Ministry of Treasury and Economics are provided by this branch. It counsels the Ministry on the interpretation of statutes and regulations, and the preparation and review of proposed legislation, regulations and other legal documents. General legal services include settling claims, drafting agreements, offering legal advice on government finance and the issuance of Ontario securities. The staff of this office are seconded from the Attorney General's Office.

BUDGET SECRETARIAT

TREASURY 2

Frost Bldg. S. 5th Flr.

Queen's Park, Toronto M7A 1Y7

416-325-1588

The Budget Secretariat was established in early 1991 as the Ministry's central coordinating body for projects and activities that cross divisional lines. Activities include: management and coordination of all aspects of the Ontario Budget development and production process; monitoring progress/implementation of Ontario Budget initiatives; production of other major Ministry documents, such as the autumn Economic Statement and Fiscal Outlook; and management of special Ministry projects.

ADMINISTRATION

FREEDOM OF INFORMATION OFFICE

TREASURY 3

1075 Bay St., 4th Flr.

Toronto M5S 2B1

416-325-8250

Fax 416-325-8252

The Executive Director, Administration is the Freedom of Information Coordinator for the Ministry. The Ministry provides the facilities of a public **reading room** for individuals requesting information under the Act. The reading room houses request forms, Directo-

ries of General Records and Personal Information held by the Ministry as well as other **publications** and manuals to assist the public while requesting information. The reading room is located in the Frost Bldg. N., Main Flr.

COMMUNICATIONS AND LIBRARY SERVICES BRANCH

TREASURY 4

COMMUNICATIONS SECTION

Frost Bldg. S., 5th Flr., Rm. 519
Queen's Park, Toronto M7A 1Y7
416-325-0333
Telex 06-217575
Fax 416-325-0339

The Communications Section informs the general public, interest groups and the news media about Ministry policies, programs and activities. The branch also establishes the Ministry's communications policies and strategies, advises other branches on communications issues and methods, and provides communications and media relations support to the Treasurer and the Deputy. Activities include liaising with the media, answering public inquiries, and producing and distributing news releases, statements and publications.

COMMUNICATIONS AND LIBRARY SERVICES BRANCH

TREASURY 5

LIBRARY SERVICES SECTION

Frost Bldg. N., Main Flr.
Queen's Park, Toronto M7A 1Y8
416-325-1200
Fax 416-325-1212

This area operates a **library** with reference materials for use by this Ministry, the Ministry of Intergovernmental Affairs, Management Board Secretariat, Treasury Board, their agencies and, to a lesser extent, other provincial and federal ministries.

FINANCE AND MANAGEMENT SERVICES BRANCH

TREASURY 6

1075 Bay St., 4th Flr.
Toronto M5S 2B1
416-325-8330
Fax 416-325-8357

The Finance and Management Services Branch provides general financial and accounting services to the Ministries of Treasury and Economics, Intergovernmental Affairs and Energy, as well as the Ontario Energy Board, Civil Service Commission, Management Board Secretariat, Cabinet Office, Office of the Premier, Office of Francophone Affairs, Fair Tax Commission and Premier's Councils.

General financial and accounting services include the administration of the following functions: accounts payable; accountable advances, accounts receivable; revenue; financial reporting; appropriation control; information technology; and financial liaison with other government ministries and agencies.

The branch also provides an analysis and planning service to the Ministry of Treasury and Economics. This service includes the administration of the process for the allocation and utilization of the Ministry's resources; act as the Ministry's liaison with Management Board Secretariat, including the coordination of all submissions to the Board, and promotes good management practices.

SUPPLY AND OFFICE SERVICES BRANCH**TREASURY 7**

1075 Bay St., 4th Flr.

Toronto M5S 2B1

416-325-8300

Fax 416-325-8252

The Supply and Office Services Branch provides and coordinates the administration and support services for the Ministry and selected services to a group of client ministries including Cabinet Office, Office of the Premier, Management Board Secretariat, Premier's Councils, Fair Tax Commission, Office of Francophone Affairs and the Ministries of Intergovernmental Affairs, and Energy (including the Ontario Energy Board). It oversees administrative services such as the purchasing of goods and services, parking, records and forms management, employee identification cards, assets management, maintenance of policy and procedures manual (e.g. Manual of Administration) and in liaison with the Ministry of Government Services coordinates services such as telephones, acquisition and design of office accommodation and purchase of commonly used supplies. It also provides general services (Frost Bldg. N., 965-4455; Fax 963-3264) such as printing, duplicating, mail, messenger and stockroom services.

INTERNAL AUDIT SERVICES BRANCH**TREASURY 8**

1075 Bay St., 4th Flr.

Toronto M5S 2B1

416-325-8320

This branch audits all operations of the Ministry, its agencies and clients to provide management with a systematic, independent appraisal of the efficiency, economy and effectiveness of internal controls and management practices. Clients include the Ministry of Intergovernmental Affairs, Ministry of Energy, Management Board Secretariat, Civil Service Commission, Fair Tax Commission, Office of the Premier, Cabinet Office, Premier's Councils, and Office of Francophone Affairs.

HUMAN RESOURCES BRANCH**TREASURY 9**

1075 Bay St., 4th Flr.

Toronto M5S 2B1

416-325-8260

416-325-8237 (TDD)

Fax 416-325-8299

This branch performs a variety of human resources management functions for the Ministries of Treasury and Economics, Skills Development, Energy, Intergovernmental Affairs, Premier's Councils, Cabinet Office, Office of Francophone Affairs and the Fair Tax Commission. The branch works in an advisory and consultative capacity with line managers who are accountable for human resources management. Branch services include recruitment; organizational design; workforce planning and development; job evaluation and classification; compensation; labour relations; employee benefits counselling; occupational health and safety; and all matters affecting working conditions. The branch maintains the personnel, payroll and employee benefit records for all clients served. It is also the primary liaison between their client and the Management Board Secretariat, and the Ontario Public Service Employees Union (OPSEU).

OFFICE OF THE TREASURY**FINANCE OPERATIONS BRANCH
BANKING SECTION****TREASURY 10**

Frost Bldg. N., 2nd Flr.
Queen's Park, Toronto M7A 1Y7
416-325-8087
Fax 416-325-8118

This section coordinates general **banking** arrangements for all ministries and related agencies. This includes the establishment of banking relationships, monitoring of banking agreements and performance, opening and closing of bank accounts, and advising on the use of current banking technologies. Its goal is to enhance the province's cash management functions by providing efficient banking systems and management information.

**FINANCE OPERATIONS BRANCH
TREASURY OPERATIONS SECTION****TREASURY 11**

Frost Bldg. N., 2nd Flr.
Queen's Park, Toronto M7A 1Y7
416-325-8074
Fax 416-325-8118

This section provides the Office of the Treasury with divisional controllership support by recording all transactions related to provincial debt and investments, developing systems, policies and procedures, and reviewing internal controls. This office is also responsible for the coordination of divisional estimates submission and budgetary controls.

**FINANCE OPERATIONS BRANCH
SYSTEMS SUPPORT SECTION****TREASURY 12**

Frost Bldg. N., 3rd Flr.
Queen's Park, Toronto M7A 1Y7
416-325-8146
Fax 416-325-8118

1075 Bay St., 4th Flr.
Toronto M5S 2B1
416-325-8010
Fax 416-325-8004

The Systems Support Section provides systems and analytical support for the management of accounting and control of the province's cash flows, investment portfolio, debt portfolio and safekeeping operations and for central accounting, government-wide financial information and payments and deposits. The group also provides office automation support for the Office of the Treasury.

**FINANCE OPERATIONS BRANCH
CASH SECTION****TREASURY 13**

Frost Bldg. N., 2nd Flr.
Queen's Park, Toronto M7A 1Y7
416-325-8105
Fax 416-325-8118

This section implements government finance policy by controlling and managing the government's cash flows.

**FINANCE OPERATIONS BRANCH
SECURITIES SECTION**

TREASURY 14

Frost Bldg. N., Main Flr.
Queen's Park, Toronto M7A 1Y7
416-325-8092
Toll-Free 1-800-387-1452
Fax 416-325-0063

The Securities Section acts as registrar and transfer agent of the provincial public **debt** issues, both domestic and foreign. Responsibilities include ensuring prompt payment of interest on the public and non-public debt issues; supplying investors with information on transfer requirements; and arranging the complete servicing of **debentures** from issue to maturity. The section also acts as **custodian** of the province's **investments**, and holds in safekeeping **securities** deposited with the province by the public in accordance with provincial laws and regulations.

**FINANCIAL INFORMATION AND ACCOUNTING
POLICY BRANCH**

TREASURY 15

1075 Bay St., 6th Flr.
Toronto M5S 2B1
416-325-8008
Fax 416-325-8004

The Financial Information and Accounting Policy Branch manages Ontario's requirements in overall government **accounting**, control and consolidated **public** and internal **financial** reporting. The branch maintains records of all **Consolidated Revenue Fund** transactions, and prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g. **Public Accounts**. Central financial information systems are operated by analyzing and consolidating data on revenues, expenditures, budgets and forecasts. The branch provides all ministries and agencies with direction on financial transactions to ensure quality and comprehension of accounting and financial management policies; coordinates interministry effort on "in-house" systems to ensure compatibility with central financial information systems; and provides expertise on all accounting and financial matters referred by Management Board and all ministries and agencies. Operational liaison with the **banking** community is also supplied by the branch. The Ontario Municipal Improvement Corporation Act is administered by the branch. The branch provides advice regarding corporate financial policy, including the financing of Ontario Crown corporations, provincial loan guarantees, Crown investments and joint ventures.

**CAPITAL MARKETS RESEARCH AND
MARKET RELATIONS BRANCH**

TREASURY 16

Frost Bldg. N., 3rd Flr.
Queen's Park, Toronto M7A 1Y7
416-325-8161
Fax 416-325-8140

This branch conducts financial research and analysis and organizes government interaction with investors, the financial community and credit rating agencies.

CAPITAL MARKETS BRANCH**TREASURY 17**

Frost Bldg. N., 2nd Flr.
Queen's Park, Toronto M7A 1Y7
416-325-8121
Fax 416-325-8111

This branch is responsible for managing the province's short-term investments, long-term borrowing program and the currency and interest rate risk management.

BORROWING STRATEGY SECRETARIAT**TREASURY 18**

Frost Bldg. N., 2nd Flr.
Queen's Park, Toronto M7A 1Y7
416-325-8103
Fax 416-325-8111

The secretariat is responsible for the development and coordination of policy and strategy for the borrowing programs of Ontario and Ontario Hydro.

OFFICE OF THE BUDGET AND INTERGOVERNMENTAL FINANCE**INTERGOVERNMENTAL FINANCE POLICY
BRANCH****TREASURY 19**

Frost Bldg. S., 4th Flr.
Queen's Park, Toronto M7A 1Y7
416-327-0133
Fax 416-327-0160

Branch activities focus on financial transfers from the federal government to Ontario. The branch monitors, analyzes and negotiates **federal-provincial** agreements; offers information and advice on trends in fiscal federalism; and provides an integrated approach to financial issues involving the two levels of government. Specific responsibilities include established programs financing, equalization and review of federal-provincial cost-sharing.

The branch also contributes to the formulation of Ontario's overall income security and pension policy. Research, analysis and policy development are coordinated within Treasury and Economics and, when appropriate, across other ministries. Specific responsibilities include policies concerning the Canada Pension Plan and GAINS-A and the financing of public sector employment **pension** plans (327-0142/43).

FISCAL PLANNING POLICY BRANCH**TREASURY 20**

Frost Bldg. S., 4th Flr.
Queen's Park, Toronto M7A 1Y7
416-327-0133
Fax 416-327-0160

The Fiscal Planning Policy Branch coordinates and prepares the province's revenue and expenditure plan, which is published annually in the **Budget** and updated quarterly in **Ontario Finances**. The branch also monitors and supplies policy advice on specific grants issues and the level and distribution of **grants to municipalities and school boards**.

TAXATION POLICY BRANCH

TREASURY 21

Frost Bldg. S., 5th Flr.
Queen's Park, Toronto M7A 1Y7
416-327-0230

The Taxation Policy Branch monitors the federal-provincial tax system in Ontario, analyzes alternative tax options, and makes recommendations on the appropriate level and mix of **taxation** in the province.

OFFICE OF ECONOMIC POLICY

MACROECONOMIC ANALYSIS AND POLICY
BRANCH

TREASURY 22

Frost Bldg. N., 6th Flr.
Queen's Park, Toronto M7A 1Z1
416-325-0754

The Macroeconomic Analysis and Policy Branch provides information, **research** and policy advice regarding issues and trends in provincial **economic** activity. In particular, the group is responsible for the following areas: short and medium-term economic forecasts; economic impact of monetary and fiscal policy developments; industrial policy; **international trade**; competition policy; research and development; and small business policies.

SECTORAL AND COMMUNITY ECONOMIC
POLICY BRANCH

TREASURY 23

Frost Bldg. N., 4th Flr.
Queen's Park, Toronto M7A 1Y9
416-325-0900

The Sectoral and Community Economic Policy Branch conducts **research**, provides policy advice on specific sectors and economic policy on regional and community economic development. The branch is responsible for the analysis and coordination of the Ministry's **Community Economic Transformation Agreements (CETA)**, a local government development assistance program (965-7078), and negotiations with the federal government on cost-shared agreements for **economic** development. The branch is also the government's liaison with Statistics Canada and provides **statistical** information for policy development to the Ministry of Treasury and Economics and other Ontario government ministries (325-0900).

SOCIAL ECONOMICS AND
STRATEGIC ISSUES BRANCH

TREASURY 24

Frost Bldg. N., 5th Flr.
Queen's Park, Toronto M7A 1Z1
416-325-0800

The Social Economics and Strategic Issues Branch conducts **research** and develops **economic** policy options in the following areas: **labour** markets (including job creation, lay-offs, youth and older worker unemployment, training and human resource development, and labour force policy and analysis); compensation and social economics (including wage settlements in the private and public sectors, the institutional setting of collective bargaining, social assistance, pay equity, employment equity, occupational health and safety, education, workers' compensation, and employment standards); **demographics** (including the production of provincial and county population projections, trend analysis, income distri-

bution, housing requirements, and the economic and fiscal implications of changes in population, households and family structure); environment and the economy; and federal-provincial economics. Occasionally, the branch publishes a Demographic Bulletin for public distribution (325-0798).

TREASURY BOARD

TREASURY BOARD

TREASURY 25

Frost Bldg. N., 4th Flr.
Queen's Park, Toronto M7A 1Y7
416-325-1590
Fax 416-325-1595

The Treasury Board, which preceded the Management Board of Cabinet, was first established in 1886 under the Audit Act, and continued from 1954 under the Financial Administration Act. Composed of members of the Executive Council with the Treasurer as Chair, the Board acted as a committee of the the Executive Council on all matters relating to finance, revenues, estimates, expenditures and financial commitments.

Amending legislation of 1956 and later years provided that the Board have a Secretary with a staff. The Treasury Board Secretariat came to function as a department.

In December, 1971, the Management Board of Cabinet and its Secretariat were established under the Management Board of Cabinet Act.

In August, 1991 the Treasury Board was established under the Treasury Board Act. The Board assumes the financial management functions of the Government of Ontario which previously fell under the jurisdiction of the Management Board of Cabinet.

The members of the Board are the Treasurer of Ontario and Minister of Economics, the Chair of Management Board and four to eight other members appointed by the Lieutenant Governor in Council from among the members of the Executive Council.

The duties of the Board are: assess the adequacy of plans for the implementation of programs approved or provided for by the Legislature; direct the preparation and review of the forecasts, estimates and analyses of short-term and long-term expenditures and expenditure commitments and other data pertaining to authorized or proposed programs of any Ministry; direct and establish policies for the preparation form and content of estimates submitted to the Legislature for any Ministry; determine fees or charges for the provision of services by any Ministry for the use of a Ministry's facilities and to require the Ministry to take such action as is necessary to implement the determination; review and evaluate new and existing programs of any Ministry and determine their priorities; control expenditures of public money within the amounts appropriated or provided by the Legislature; and perform any direction or responsibilities given to the Board by the Executive Council.

EXPENDITURE MANAGEMENT DIVISION

EXPENDITURE MANAGEMENT DIVISION

TREASURY 26

Frost Bldg. N., 4th Flr., Rm. 416
Queen's Park, Toronto M7A 1Y7
416-325-1590
Fax 416-325-1595

Expenditure Management Division has the responsibility for coordinating the overall expenditure planning, estimates and budget process and the in-year expenditure manage-

ment strategy of the government, as well as providing technical and analytical support to the Treasury Board.

the division will be a consolidation of organizational units from the former Management Board Secretariat's Programs and Estimates Division and from the Ministry of Treasury and Economics' Fiscal Planning Policy Branch.

New and enhanced functions will include multi-year planning, program review and reallocation, strategic capital planning and labour market analysis for public sector wage compensation planning.

AGENCIES

For background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some agencies of the Ministry of Treasury and Economics are listed below. Contact the legal services or communications branch for unlisted agencies.

ONTARIO MUNICIPAL IMPROVEMENT CORPORATION

TREASURY 27

Frost Bldg. N., 2nd Flr., Rm. 242
Queen's Park, Toronto M7A 1Y7
416-325-8077
Fax 416-325-8118

Established in 1950, the Ontario Municipal Improvement Corporation (OMIC) may purchase debentures from municipalities and school boards, on a last resort basis, if they are unable to sell to advantage elsewhere. OMIC's lending rate varies periodically with market fluctuations, and contemporary rates are available on request. The corporation also makes loans to school boards relating to the Capital Grants Program administered by the Ministry of Education. The funds used are Canada Pension Plan (CPP) funds borrowed by the corporation directly from the federal government.

STADIUM CORPORATION OF ONTARIO LIMITED

TREASURY 28

300 Bremner Blvd., Ste. 3000
Toronto M5V 3B2
416-341-3663

The Stadium Corporation of Ontario (StadCo) is a crown corporation. It was formed to oversee the development, construction and now the operation of **SkyDome**.

This facility was realized through a unique, joint partnership of public and private sectors.

FAIR TAX COMMISSION

TREASURY 29

1075 Bay St., 6th Flr.
Toronto M5S 2B1
416-325-8222
Fax 416-325-8235

The Fair Tax Commission was established in early 1991 to provide the Treasurer of Ontario with advice on how to design and implement a fair tax system. Through extensive research and consultation, the commission will conduct an overall assessment of the fairness of taxes in Ontario, concluding with a final report to be submitted to the Treasurer in 1993.

ACTS**ACTS****TREASURY 30**

The Ministry of Treasury and Economics is responsible for the Acts listed below. To determine which branch administers each Act, see the Key Word Index or contact the Ministry's legal services or communications branch.

Audit Act

Financial Administration Act

Ministry of Treasury and Economics Act

Ontario Economic Council Act

Ontario Loan Act

Ontario Municipal Improvement Corporation Act

Statistics Act

Supply Act

Treasury Board Act, 1991

MINISTER RESPONSIBLE FOR WOMEN'S ISSUES

ONTARIO ADVISORY COUNCIL ON WOMEN'S ISSUES

WOMEN 1

880 Bay St., 5th Flr.
Toronto M7A 1N3
416-326-1840

Mandate under revision.

ONTARIO WOMEN'S DIRECTORATE

WOMEN 2

480 University Ave., Ste. 200
Toronto M5G 1V2
416-597-4500

The aim of the Ontario Women's Directorate is to help the government of Ontario to achieve its commitment to economic, legal and social equality for all **women** in Ontario, and the recognition of diversity among women.

The Ontario Women's Directorate, as part of the Ontario government, works with women's groups, community, labour and business organizations, the general public and governments. The Directorate's work includes policy development and review, program coordination, consultation and public education.

ONTARIO WOMEN'S DIRECTORATE CONSULTATIVE SERVICES BRANCH

WOMEN 3

480 University Ave., 2nd Flr.
Toronto M5G 1V2
416-597-4500

The Consultative Services Branch offers a wide range of programs and services to educators, unions, community organizations and employers to help them develop effective ways of eliminating bias and sex-role stereotyping in education, training and the workplace.

It develops and delivers workshops, technical guides, audio-visual and print information on the subjects of **Education Training and Workplace Equity**, occupational integration, gender and racial bias-free systems and balancing work and family responsibilities. A **Community Grants Program** supports community organizations by funding community based projects that will help women achieve economic, legal and social equality.

ONTARIO WOMEN'S DIRECTORATE PUBLIC EDUCATION AND PROGRAM SERVICES (PEPS) BRANCH

WOMEN 4

480 University Ave., Ste. 200
Toronto M5G 1V2
416-597-4500

This branch provides a wide range of internal and external communications and **information services**, including speeches, news releases, media relations, publications, displays and exhibits on women's issues. Major public education campaigns involving television and radio commercials and advertisements are developed and coordinated. The branch also has a **resource centre** which is open to the public.

Ministerial Responsibility for Acts

- Abandoned Orchards Act (Agriculture & Food)
- Absconding Debtors Act (Attorney General)
- Absentees Act (Attorney General)
- Accidental Fires Act (Attorney General)
- Accumulations Act (Attorney General)
- Administration of Justice Act (Attorney General)
- Age of Majority and Accountability Act (Attorney General)
- Aggregate Resources Act, 1989 (Natural Resources)
- Agricultural and Horticultural Organizations Act, 1988 (Agriculture & Food)
- Agricultural Committees Act (Agriculture & Food)
- Agricultural Development Finance Act (Revenue)
- Agricultural Rehabilitation and Development Act (Ontario) (Agriculture & Food)
- Agricultural Representatives Act (Agriculture & Food)
- Agricultural Research Institute of Ontario Act (Agriculture & Food)
- Agricultural Tile Drainage Installation Act (Agriculture & Food)
- Airports Act (Transportation)
- Alcoholism and Drug Addiction Research Foundation Act (Health)
- Algonquin Forestry Authority Act (Natural Resources)
- Algonquin Provincial Park Extension Act, 1960-61 (Natural Resources)
- Aliens' Real Property Act (Attorney General)
- Ambulance Act (Health)
- Amusement Devices Act, 1986 (Consumer & Commercial Relations)
- An Act to Confirm the Title of the Government of Canada to Certain Lands and Indian Lands, 1915 (Natural Resources)
- An Act Respecting Queen's College at Kingston, 1874, as amended (Colleges and Universities)
- An Act for the Settlement of Certain Questions Between the Governments of Canada and Ontario Respecting Indian Reserve Lands, 1891 (Natural Resources)
- Anatomy Act (Solicitor General)
- Anglican Church of Canada Act, 1979 (Attorney General)
- Animals for Research Act (Agriculture & Food)
- Apportionment Act (Consumer & Commercial Relations)
- Apprenticeship and Tradesmen's Qualification Act (Skills Development)
- Arbitrations Act (Attorney General)
- Arboreal Emblem Act, 1984 (Natural Resources)
- Architects Act, 1984 (Attorney General)
- Archives Act (Culture & Communications)
- Art Gallery of Ontario Act (Culture & Communications)
- Artificial Insemination of Livestock Act (Agriculture & Food)
- Arts Council Act (Culture & Communications)
- Assessment Act (Revenue)
- Assessment Review Board Act (Attorney General)
- Assignments and Preferences Act (Consumer & Commercial Relations)
- Athletics Control Act (Consumer & Commercial Relations)
- Audit Act (Treasury & Economics)
- Auto Insurance Rates Control Act, 1989 (Ministry of Financial Institutions)
- Bail Act (Attorney General)
- Bailiffs Act (Consumer & Commercial Relations)
- Barrie-Innisfil Annexation Act, 1981 (Municipal Affairs)
- Barrie-Vespra Annexation Act, 1984 (Municipal Affairs)
- Barristers Act (Attorney General)
- Beach Protection Act (Natural Resources)
- Beds of Navigable Waters Act (Natural Resources)
- Beef Cattle Marketing Act (Agriculture & Food)
- Bees Act (Agriculture & Food)
- Blind Persons' Rights Act (Attorney General)

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| Blind Workmen's Compensation Act (Labour) | Charitable Institutions Act (Community & Social Services) |
| Blue Waters Bridge Act (Transportation) | Charities Accounting Act (Attorney General) |
| Boating Restriction Regulations (Natural Resources) | Child and Family Services Act, 1984 (Community & Social Services) |
| Boilers and Pressure Vessels Act (Consumer & Commercial Relations) | Child Welfare Municipal Payments Continuance Act, 1976 (Community & Social Services) |
| Boundaries Act (Consumer & Commercial Relations) | Child Welfare Validation of Adoption Orders Act, 1980 (Community & Social Services) |
| Brantford-Brant Annexation Act, 1980 (Municipal Affairs) | Children's Law Reform Act (Attorney General) |
| Bread Sales Act (Consumer & Commercial Relations) | Chiropody Act (Health) |
| Bridges Act (Transportation) | City of Cornwall Annexation Act, 1974 (Municipal Affairs) |
| Brock University Act, 1964 (Colleges & Universities) | City of Gloucester Act, 1980 (Municipal Affairs) |
| Building Code Act (Housing) | City of Hamilton Act, 1975 (Municipal Affairs) |
| Bulk Sales Act (Attorney General) | City of Hazeldean-March Act, 1978 (Municipal Affairs) |
| Bull Owners' Liability Act (Agriculture & Food) | City of London Act, 1990 (Municipal Affairs) |
| Business Corporations Act, 1982 (Consumer & Commercial Relations) | City of Nepean Act, 1978 (Municipal Affairs) |
| Business Information Statute Law Amendment Act, 1989 (Consumer & Commercial Relations) | City of Ottawa Road Closing & Conveyance Validation Act, 1981 (Municipal Affairs) |
| Business Names Act, 1990 (Consumer & Commercial Relations) | City of Port Colborne Act, 1974 (Municipal Affairs) |
| Business Practices Act (Consumer & Commercial Relations) | City of Sudbury Hydro-Electric Service Act, 1980 (Municipal Affairs) |
| Business Records Protection Act (Attorney General) | City of Thorold Act, 1975 (Municipal Affairs) |
| Canada Company's Lands Act, 1922 (Natural Resources) | City of Thunder Bay Act, 1968-69 (formerly City of Lakehead Act, 1968-69, c. 45) (Municipal Affairs) |
| Canadian Insurance Exchange Act, 1986 (Financial Institutions) | City of Timmins-Porcupine Act, 1972 (Municipal Affairs) |
| Cancer Act (Health) | City of Toronto 1981 Assessment Complaints Act, 1982 (Revenue) |
| Cancer Remedies Act (Health) | Collection Agencies Act (Consumer & Commercial Relations) |
| Carleton University Act, 1952 (Colleges & Universities) | Colleges Collective Bargaining Act, R.S.O. 1980 (Colleges & Universities) |
| Cemeteries Act (Consumer & Commercial Relations) | Commercial Concentration Tax Act, 1989 (Revenue) |
| Centennial Centre of Science and Technology Act (Culture & Communications) | Commissioners for taking Affidavits Act (Attorney General) |
| Central Trust Company Act, 1983 (Financial Institutions) | |
| Certification of Titles Act (Consumer & Commercial Relations) | |
| Change of Name Act, 1986 (Consumer & Commercial Relations) | |
| Charitable Gifts Act (Attorney General) | |
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| Commodity Board Members Act
(Agriculture & Food) | Courts of Justice Act, 1984 (Attorney
General) |
| Commodity Boards and Marketing
Agencies Act (Agriculture & Food) | Credit Unions and Caisses Populaires Act
(Financial Institutions) |
| Commodity Futures Act (Financial
Institutions) | Creditors' Relief Act (Attorney General) |
| Community Psychiatric Hospitals Act
(Health) | Crop Insurance Act Ontario (Agriculture
& Food) |
| Community Recreation Centres Act
(Tourism & Recreation) | Crown Administration of Estates Act
(Attorney General) |
| Commuter Services Act (Transportation) | Crown Agency Act (Attorney General) |
| Compensation for Victims of Crime Act
(Attorney General) | Crown Attorneys Act (Attorney General) |
| Compulsory Automobile Insurance Act
(Financial Institutions) | Crown Employees Collective Bargaining
Act (Labour) |
| Condominium Act (Consumer &
Commercial Relations) | Crown Timber Act (Natural Resources) |
| Conservation Authorities Act (Natural
Resources) | Crown Trust Company Act, 1983
(Financial Institutions) |
| Conservation Land Act, 1988 (Natural
Resources) | Crown Witnesses Act (Attorney General) |
| Consolidated Hearings Act, 1981
(Environment) | Dangerous Goods Transportation Act,
1981 (Transportation) |
| Construction Lien Act, 1983 (Attorney
General) | Day Nurseries Act (Community & Social
Services) |
| Consumer Protection Act (Consumer &
Commercial Relations) | Dead Animal Disposal Act (Agriculture &
Food) |
| Consumer Protection Bureau Act
(Consumer & Commercial Relations) | Debt Collectors Act (Consumer &
Commercial Relations) |
| Consumer Reporting Act (Consumer &
Commercial Relations) | Degree Granting Act, 1983 (Colleges &
Universities) |
| Conveyancing and Law of Property Act
(Attorney General) | Dental Technicians Act (Health) |
| Cooperative Corporations Act (Financial
Institutions) | Denture Therapists Act (Health) |
| Cooperative Loans Act (Agriculture &
Food) | Deposits Regulation Act (Financial
Institutions) |
| Coroners Act (Solicitor General) | Development Charges Act, 1989, Part III
(Education) |
| Corporations Act (Consumer &
Commercial Relations) | Development Charges Act, 1989, Part I,
II, IV (Municipal Affairs) |
| Corporations Information Act (Consumer
& Commercial Relations) | Development Corporations Act, 1984
(Industry, Trade & Technology) |
| Corporations Tax Act (Revenue) | Developmental Services Act (Community
& Social Services) |
| Costs of Distress Act (Attorney General) | Discriminatory Business Practices Act
(Consumer & Commercial Relations) |
| County of Haliburton Act, 1982 (Municipal
Affairs) | Disorderly Houses Act (Attorney
General) |
| County of Middlesex Act, 1979
(Government Services) | District Municipality of Muskoka Act
(Municipal Affairs) |
| County of Oxford Act (Municipal Affairs) | District Municipality of Muskoka Act
Statute Law Amendment Act, 1989
(Municipal Affairs) |
| County of Simcoe Act, 1990 (Municipal
Affairs) | District of Parry Sound Local Government
Act, 1979 (Municipal Affairs) |
| | District Welfare Administration Boards
Act (Community & Social Services) |
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- Dog Licensing and Livestock and Poultry Protection Act (Agriculture & Food)
Dog Owner's Liability Act (Attorney General)
Dower and Miscellaneous Abolition Act (Attorney General)
Drainage Act (Agriculture & Food)
Drugless Practitioners Act (Health)
Edible Oil Products Act (Agriculture & Food)
Education Act (Education)
Egress from Public Buildings Act (Solicitor General)
Elderly Persons Centres Act (Community & Social Services)
Elderly Persons' Housing Aid Act (Housing)
Election Act, 1984 (Office of the Assembly)
Election Finances Act, 1986 (Office of the Assembly)
Elevating Devices Act (Consumer & Commercial Relations)
Emergency Plans Act, 1983 (Solicitor General)
Employee Share Ownership Plan Act, 1988 (Revenue)
Employer Health Tax Act (Revenue)
Employment Agencies Act (Labour)
Employment Standards Act (Labour)
Endangered Species Act (Natural Resources)
Energy Act (Consumer & Commercial Relations)
Energy Efficiency Act (Energy)
English and Wabigoon River Systems Mercury Contamination Settlement Agreement Act, 1986 (Attorney General)
Environmental Assessment Act (Environment)
Environmental Protection Act (Environment)
Escheats Act (Attorney General)
Essex County French-language Secondary School Act, 1977 (Education)
Estates Administration Act (Attorney General)
Evidence Act (Attorney General)
Execution Act (Attorney General)
Executive Council Act (Premier's Office)
Expropriations Act (Attorney General)
Extra-Provincial Corporations Act, 1984 (Consumer & Commercial Relations)
Factors Act (Consumer & Commercial Relations)
Family Benefits Act (Community & Social Services)
Family Law Act, 1986 (Attorney General)
Farm Income Stabilization Act (Agriculture & Food)
Farm Practices Protection Act (Agriculture & Food)
Farm Products Containers Act (Agriculture & Food)
Farm Products Grades and Sales Act (Agriculture & Food)
Farm Products Marketing Act (Agriculture & Food)
Farm Products Payments Act (Agriculture & Food)
Ferries Act (Transportation)
Financial Administration Act (Treasury & Economics)
Fines and Forfeitures Act (Attorney General)
Fire Accidents Act (Solicitor General)
Fire Departments Act (Solicitor General)
Fire Fighters Exemption Act (Solicitor General)
Fire Marshals Act (Solicitor General)
Fish Inspection Act (Natural Resources)
Fisheries Act (Canada-Ontario Fishery Regulations) (Natural Resources)
Fisheries Industrial Development Act (Natural Resources)
Fisheries Loans Act (Natural Resources)
Flag Act (Government Services)
Floral Emblem Act (Government Services)
Fluoridation Act (Health)
Foreign Cultural Objects Immunity from Seizure Act (Culture & Communications)
Forest Fires Prevention Act (Natural Resources)
Forest Tree Pest Control Act (Natural Resources)
Forestry Act (Natural Resources)
Fraudulent Conveyances Act (Attorney General)
Fraudulent Debtors Arrest Act (Attorney General)
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Freedom of Information and Protection of Privacy Act, 1987 (Management Board of Cabinet)	Historical Parks Act (Tourism & Recreation)
French Language Services Act, 1986 (Francophone Affairs)	Homemakers and Nurses Services Act (Community & Social Services)
Freshwater Fish Marketing Act (Ontario) (Natural Resources)	Homes for the Aged and Rest Homes Act (Community & Social Services)
Frustrated Contracts Act (Attorney General)	Homes for Retarded Persons Act (Community & Social Services)
Fuel Tax Act, 1981 (in force Sept. 1, 1982) (Revenue)	Homes for Special Care Act (Health)
Funeral Directors and Establishments Act, 1990 (Consumer and Commercial Relations)	Hospital Labour Disputes Arbitration Act (Labour)
Fur Farms Act (Agriculture & Food)	Hospitals and Charitable Institutions Inquiries Act (Attorney General)
Game and Fish Act (Natural Resources)	Hotel Fire Safety Act (Solicitor General)
Gaming Act (Attorney General)	Hotel Registration of Guests Act (Attorney General)
Gananoque Lands Act, 1961-62 (Natural Resources)	Housing Development Act (Housing)
Gas and Oil Leases Act (Natural Resources)	Human Rights Code, 1981 (Citizenship)
Gasoline Handling Act (Consumer & Commercial Relations)	Hunter Damage Compensation Act (Agriculture & Food)
Gasoline Tax Act (Revenue)	Hypnosis Act (Health)
General Welfare Assistance Act (Community & Social Services)	IDEA Corporation Act, 1981 (Industry, Trade & Technology)
Geographic Township of Hansen Act, 1986 (Municipal Affairs)	Immunization of School Pupils Act, 1982 (Health)
George R. Gardiner Museum of Ceramic Art Act, 1981 (Culture & Communications)	Income Tax Act (Revenue)
Government Contracts Hours and Wages Act (Labour)	Independent Health Facilities Act, 1989 (Health)
Grain Corn Marketing Act (Agriculture & Food)	Indian Lands Act, 1924 (Natural Resources)
Grain Elevator Storage Act (Agriculture & Food)	Indian Welfare Services Act (Community & Social Services)
Guarantee Companies Securities Act (Financial Institutions)	Industrial and Mining Lands Compensation Act (Natural Resources)
Habeas Corpus Act (Attorney General)	Industrial Standards Act (Labour)
Healing Arts Radiation Protection Act (Health)	Innkeepers Act (Attorney General)
Health Care Accessibility Act, 1986 (Health)	Insurance Act (Financial Institutions)
Health Disciplines Act (Health)	International Bridges Municipal Payments Act, 1981 (Municipal Affairs)
Health Facilities Special Orders Act, 1983 (Health)	International Commercial Arbitration Act, 1988 (Attorney General)
Health Insurance Act (Health)	International Sale of Goods Act, 1988 (Attorney General)
Health Protection and Promotion Act, 1983 (Health)	Interpretation Act (Attorney General)
Highway Traffic Act (Transportation)	Interprovincial Subpoenas Act (Attorney General)
	Intervenor Funding Project Act, 1988 (Attorney General)
	Investment Contracts Act (Financial Institutions)

- Jewish Family and Child Service of
Metropolitan Toronto Act (Community
& Social Services)
- John Graves Simcoe Memorial
Foundation Act, 1965 (Culture &
Communications)
- Judicial Review Procedure Act (Attorney
General)
- Junior Farmers Establishment Act
(Agriculture & Food)
- Juries Act (Attorney General)
- Justices of the Peace Act, 1989 (Attorney
General)
- Laboratory and Specimen Collection
Centre Licencing Act (Health)
- Labour Relations Act (Labour)
- Lac Seul Conservation Act, 1928 (Natural
Resources)
- Lake Superior Board of Education Act,
1976 (Education)
- Lake of the Woods Control Board Act,
1922 (Natural Resources)
- Lakehead University Act, 1965 (Colleges
& Universities)
- Lakes and Rivers Improvement Act
(Natural Resources)
- Land Registration Reform Act, 1984
(Consumer & Commercial Relations)
- Land Titles Act (Consumer & Commercial
Relations)
- Land Transfer Tax Act (Revenue)
- Landlord and Tenant Act (Attorney
General)
- Laurentian University of Sudbury Act,
1960 (Colleges & Universities)
- Law Society Act (Attorney General)
- Legal Aid Act (Attorney General)
- Legislative Assembly Act (Office of the
Assembly)
- Legislative Assembly Retirement
Allowances Act (Office of the
Assembly)
- Libel and Slander Act (Attorney General)
- Lieutenant Governor Act (Premier's
Office)
- Lightning Rods Act (Solicitor General)
- Limitations Act (Attorney General)
- Limited Partnerships Act (Consumer &
Commercial Relations)
- Line Fences Act (Municipal Affairs)
- Liquor Control Act (Consumer &
Commercial Relations)
- Liquor Licence Act (Consumer &
Commercial Relations)
- Livestock Branding Act (Agriculture &
Food)
- Livestock Community Sales Act
(Agriculture & Food)
- Livestock and Livestock Products Act
(Agriculture & Food)
- Livestock Medicines Act (Agriculture &
Food)
- Loan and Trust Corporations Act, 1987
(Financial Institutions)
- Local Improvement Act (Municipal
Affairs)
- Local Roads Boards Act (Transportation)
- Local Services Boards Act (Northern
Development & Mines)
- Management Board of Cabinet Act
(Management Board of Cabinet)
- Manitoba-Ontario Lake St. Joseph
Diversion Agreement Authorization
Act, 1958 (Natural Resources)
- Marine Insurance Act (Financial
Institutions)
- Marriage Act (Consumer & Commercial
Relations)
- Massey-Ferguson Limited Act, 1981
(Industry, Trade & Technology)
- Master and Servant Act (Attorney
General)
- McMaster University Act, 1976 (Colleges
& Universities)
- McMichael Canadian Art Collection Act,
1989 (Culture & Communications)
- Meat Inspection Act (Ontario)
(Agriculture & Food)
- Mechanics' Lien Act (Attorney General)
- Members' Conflict of Interest Act, 1988
(Office of the Assembly)
- Mental Health Act (Health)
- Mental Hospitals Act (Health)
- Mental Incompetency Act (Attorney
General)
- Mercantile Law Amendment Act
(Attorney General)
- Metropolitan Separate School Board Act,
1953 (Education)
- Metropolitan Toronto Convention Centre
Corporation Act (Tourism and
Recreation)
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Migratory Birds Convention Act (Canada) - Ontario Regulations (Natural Resources)	Minors' Protection Act (Attorney General)
Milk Act (Agriculture & Food)	Moosonee Development Area Board Act (Municipal Affairs)
Mineral Emblem Act (Natural Resources)	Mortgage Brokers Act (Financial Institutions)
Mining Act (Northern Development & Mines)	Mortgages Act (Attorney General)
Mining Tax Act (Revenue)	Motor Vehicle Accident Claims Act (Financial Institutions)
Ministry of Agriculture and Food Act (Agriculture & Food)	Motor Vehicle Dealers Act (Consumer & Commercial Relations)
Ministry of the Attorney General Act (Attorney General)	Motor Vehicle Repair Act, 1988 (Consumer & Commercial Relations)
Ministry of Citizenship and Culture Act (Culture & Communications)	Motorized Snow Vehicles Act (Transportation)
Ministry of Colleges & Universities Act, R.S.O. 1980 (Colleges & Universities)	Municipal Act (Municipal Affairs)
Ministry of Community and Social Services Act (Community & Social Services)	Municipal Affairs Act (Municipal Affairs)
Ministry of Consumer and Commercial Relations Act (Consumer & Commercial Relations)	Municipal and School Board Payments Adjustment Act, 1989 (Education)
Ministry of Correctional Services Act, as amended (Correctional Services)	Municipal and School Tax Credit Assistance Act (repealed), except Subsection 2(3) (4) (5) and (6) (Municipal Affairs)
Ministry of Energy Act (Energy)	Municipal Arbitrations Act (Municipal Affairs)
Ministry of the Environment Act (Environment)	Municipal Boundary Negotiations Act, 1981 (Municipal Affairs)
Ministry of Government Services Act, R.S.O. 1980 and Amendments (Government Services)	Municipal Conflict of Interest Act, 1983 (Municipal Affairs)
Ministry of Health Act (Health)	Municipal Corporations Quieting Orders Act (Municipal Affairs)
Ministry of Industry and Trade Act, 1982 (Industry, Trade & Technology)	Municipal Elderly Residents' Assistance Act (Municipal Affairs)
Ministry of Intergovernmental Affairs Act (Intergovernmental Affairs)	Municipal Elections Act (Municipal Affairs)
Ministry of Labour Act (Labour)	Municipal Elections Statute Law Amendment Act, 1990 (Municipal Affairs)
Ministry of Municipal Affairs and Housing Act, 1981 (Municipal Affairs) (Housing)	Municipal Extra-Territorial Tax Act, 1988 (Municipal Affairs)
Ministry of Natural Resources Act (Natural Resources)	Municipal Franchises Act (Municipal Affairs)
Ministry of Northern Affairs Act (Northern Development & Mines)	Municipal Freedom of Information and Protection of Privacy Act, 1989 (Management Board of Cabinet)
Ministry of Revenue Act (Revenue)	Municipal Health Services Act (Health)
Ministry of the Solicitor General Act (Solicitor General)	Municipal Interest and Discount Rates Act, 1982 (Municipal Affairs)
Ministry of Tourism & Recreation Act, 1982 (Tourism & Recreation)	Municipal Payments in Lieu of Taxes Statute Law Amendment Act, 1984 (Municipal Affairs)
Ministry of Transportation & Communications Act (Transportation)	
Ministry of Treasury & Economics Act (Treasury & Economics)	

- Municipal Private Acts Repeal Act, 1983 (Municipal Affairs)
Municipal Private Acts Repeal Act, 1989 (Municipal Affairs)
Municipal Statute Law Amendment Act, 1989 (Municipal Affairs)
Municipal Subsidies Adjustment Repeal Act, 1976 (Municipal Affairs)
Municipal Tax Assistance Act (Municipal Affairs)
Municipal Tax Sales Act, 1984 (Municipal Affairs)
Municipal Unemployment Relief Act (Municipal Affairs)
Municipal Works Assistance Act (Municipal Affairs)
Municipality of Metropolitan Toronto Act (Municipal Affairs)
Municipality of Shuniah Act, 1936 (Municipal Affairs)
Muskoka & Parry Sound Telephone Co. Limited Acquisition Act, 1978 (Culture & Communications)
National Radio Observatory Act, 1962-63 (Natural Resources)
Negligence Act (Attorney General)
Niagara Escarpment Planning and Development Act (Environment)
Niagara Parks Act (Tourism & Recreation)
Non-resident Agricultural Land Interests Registration Act (Agriculture & Food)
North Georgian Bay Recreational Reserve Act, 1962-63 (Natural Resources)
North Pickering Development Corporation Act, 1974 (Government Services)
Northern Ontario Heritage Fund Act, 1988 (Northern Development & Mines)
Notaries Act (Attorney General)
Nursing Homes Act (Health)
Occupational Health and Safety Act (Labour)
Occupiers' Liability Act (Attorney General)
Official Notices Publication Act (Government Services)
Off-Road Vehicles Act, 1983 (Transportation)
Oleomargarine Act (Agriculture & Food)
Ombudsman Act (Office of the Assembly)
One Day's Rest in Seven Act (Labour)
Ontario Agricultural Museum Act (Agriculture & Food)
Ontario College of Art Act, 1968-69 (Colleges & Universities)
Ontario Credit Union League Limited Act, 1972 (unconsolidated and unrepealed) (Financial Institutions)
Ontario Deposit Insurance Corporation Act (Financial Institutions)
Ontario Drug Benefit Act, 1986 (Health)
Ontario Economic Council Act (Treasury & Economics)
Ontario Educational Communications Authority Act (Culture & Communications)
Ontario Energy Board Act (Energy)
Ontario Energy Corporation Act (Energy)
Ontario Farm Implements Act (Agriculture & Food)
Ontario Food Terminal Act (Agriculture & Food)
Ontario Geographic Names Board Act (Natural Resources)
Ontario Guaranteed Annual Income Act (Revenue)
Ontario Harbours Agreement Act, 1962-63 (Natural Resources)
Ontario Heritage Act (Culture & Communications)
Ontario Highway Transport Board Act (Transportation)
Ontario Home Ownership Savings Plan Act, 1988 (Revenue)
Ontario Housing Corporation Act (Housing)
Ontario Institute for Studies in Education Act (Education)
Ontario Land Corporation Act (Government Services)
Ontario Law Reform Commission Act (Attorney General)
Ontario Loan Act (Treasury & Economics)
Ontario Lottery Corporation Act (Tourism & Recreation)
Ontario Mental Health Foundation Act (Health)
Ontario Mineral Exploration Program Act (Northern Development & Mines)
Ontario Municipal Board Act (Attorney General)
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Ontario Municipal Employees Retirement System Act (Municipal Affairs)	Ottawa Congress Centre Act (Tourism and Recreation)
Ontario Municipal Improvement Corporation Act (Treasury & Economics)	Ottawa River Water Powers Act, 1943 (Natural Resources)
Ontario New Home Warranties Plan Act (Consumer & Commercial Relations)	Paperback and Periodical Distributors Act (Consumer & Commercial Relations)
Ontario Northland Transportation Commission Act (Northern Development & Mines)	Parks Assistance Act (Tourism & Recreation)
Ontario Pensioners Property Tax Assistance Act (Revenue)	Parkway Belt Planning and Development Act (Municipal Affairs)
Ontario Place Corporation Act (Tourism & Recreation)	Partition Act (Attorney General)
Ontario Planning and Development Act (Municipal Affairs)	Partnerships Act (Consumer & Commercial Relations)
Ontario Regulation 241/84 - Ontario International Corporation (Industry, Trade & Technology)	Partnerships Registration Act (Consumer & Commercial Relations)
Ontario Regulation 550/86 - Innovation Ontario Corporation (Industry, Trade & Technology)	Pawnbrokers Act (Attorney General)
Ontario School Trustees' Council Act (Education)	Pay Equity Act, 1987 (Labour)
Ontario Society for the Prevention of Cruelty to Animals Act (Solicitor General)	Pension Benefits Act, 1987 (Financial Institutions)
Ontario Telephone Development Corporation Act (Culture & Communications)	Perpetuities Act (Attorney General)
Ontario Transportation Development Corporation Act (Transportation)	Personal Property Security Act (Consumer & Commercial Relations)
Ontario Unconditional Grants Act (Municipal Affairs)	Pesticides Act (Environment)
Ontario Waste Management Corporation Act, 1981 (Environment)	Petroleum Products Price Freeze Act, 1975 (unconsolidated and unrepealed) (Consumer & Commercial Relations)
Ontario Water Resources Act (Environment)	Petroleum Resources Act (Natural Resources)
Ontario Water Resources Act, subsections 44 (2) (a), (b) and (c) and sections 45 to 48 inclusive (Housing)	Planning Act, 1983 (Municipal Affairs)
Ontario Youth Employment Act (Education)	Planning Statute Law Amendment Act, 1983 (Municipal Affairs)
Operating Engineers Act (Consumer & Commercial Relations)	Plant Diseases Act (Agriculture & Food)
Ophthalmic Dispensers Act (Health)	Police Services Act, 1990 (Solicitor General)
Osgoode Hall Law School Scholarships Act, 1968-69 (Colleges & Universities)	Police Services Act, 1990 Part VI (Attorney General)
Ottawa-Carleton Amalgamations and Elections Act, 1973 (Municipal Affairs)	Police Village of St. George Act, 1980 (Municipal Affairs)
Ottawa-Carleton French-Language School Board Act, 1988 (Education)	Policy and Priorities Board of Cabinet Act (Premier's Office)
	Pounds Act (Agriculture & Food)
	Power Corporation Act (Energy)
	Power Corporation Insurance Act (Energy)
	Powers of Attorney Act (Attorney General)
	Prearranged Funeral Services Act (Consumer & Commercial Relations)
	Prepaid Hospital and Medical Services Act (Financial Institutions)
	Prepaid Services Act, 1988 (Consumer & Commercial Relations)

- Prescription Drug Cost Regulation Act,
1986 (Health)
- Private Hospitals Act (Health)
- Private Investigators and Security Guards
Act (Solicitor General)
- Private Vocational Schools Act, R.S.O.
1980 (Colleges & Universities)
- Proceedings Against the Crown Act
(Attorney General)
- Professional Engineers Act, 1984
(Attorney General)
- Property and Civil Rights Act (Attorney
General)
- Provincial Auctioneers Act (Agriculture &
Food)
- Provincial Land Tax Act (Revenue)
- Provincial Offences Act (Attorney
General)
- Provincial Parks Act (Natural Resources)
- Provincial Schools Negotiations Act
(Education)
- Psychologists Registration Act (Health)
- Public Accountancy Act (Attorney
General)
- Public Authorities Protection Act
(Attorney General)
- Public Halls Act (Attorney General)
- Public Hospitals Act (Health)
- Public Inquiries Act (Attorney General)
- Public Institutions Inspection Act
(Attorney General)
- Public Lands Act (Natural Resources)
- Public Libraries Act, 1984 (Culture &
Communications)
- Public Officers Act (Attorney General)
- Public Parks Act (Municipal Affairs)
- Public Service Act (Management Board of
Cabinet)
- Public Service Pension Act, 1989
(Management Board of Cabinet)
- Public Service Works on Highways Act
(Transportation)
- Public Transportation and Highways
Improvement Act (Transportation)
- Public Trustee Act (Attorney General)
- Public Utilities Act (Municipal Affairs)
- Public Utilities Corporations Act
(Municipal Affairs)
- Public Vehicles Act (Transportation)
- Public Works Protection Act (Solicitor
General)
- Race Tracks Tax Act (Revenue)
- Racing Commission Act (Consumer &
Commercial Relations)
- Radiological Technicians Act (Health)
- Railways Act (Transportation)
- Real Estate and Business Brokers Act
(Consumer & Commercial Relations)
- Reciprocal Enforcement of Judgments Act
(Attorney General)
- Reciprocal Enforcement of Judgements
(U.K.) Act, 1984 (Attorney General)
- Reciprocal Enforcement of Maintenance
Orders Act, 1982 (Attorney General)
- Regional Municipality of Durham Act
(Municipal Affairs)
- Regional Municipality of Haldimand-
Norfolk Act (Municipal Affairs)
- Regional Municipality of Halton Act
(Municipal Affairs)
- Regional Municipality of Hamilton-
Wentworth Act (Municipal Affairs)
- Regional Municipality of Niagara Act
(Municipal Affairs)
- Regional Municipality of Ottawa-Carleton
Act (Municipal Affairs)
- Regional Municipality of Ottawa-Carleton
Land Acquisition Act, 1980 (Municipal
Affairs)
- Regional Municipality of Peel Act
(Municipal Affairs)
- Regional Municipality of Sudbury Act
(Municipal Affairs)
- Regional Municipality of Waterloo Act
(Municipal Affairs)
- Regional Municipality of York Act
(Municipal Affairs)
- Registered Insurance Brokers Act
(Financial Institutions)
- Registry Act (Consumer & Commercial
Relations)
- Regulations Act (Attorney General)
- Religious Freedom Act (Attorney
General)
- Religious Organizations' Lands Act
(Attorney General)
- Rental Housing Protection Act, 1986
(Housing)
- Repair and Storage Liens Act, 1989
(Consumer & Commercial Relations)
- Representation Act (Premier's Office)
- Research Foundation Act, 1944 (Industry,
Trade & Technology)
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| Residential Complex Sales Representation Act, 1983 (Consumer & Commercial Relations) | Short Forms of Leases Act (Attorney General) |
| Residential Complexes Financing Costs Restraints Act, 1982 (Housing) | Short Forms of Mortgages Act (Attorney General) |
| Residential Rent Regulation Act, 1986 (amended) (Housing) | Small Business Development Corporations Act (Revenue) |
| Residential Tenancies Act, 1980 (Housing) | Smoking in the Workplace Act, 1989 (Labour) |
| Retail Business Holidays Act (Solicitor General) | Snow Roads and Fences Act (Municipal Affairs) |
| Retail Sales Tax Act (Revenue) | Soldiers' Aid Commission Act (Community & Social Services) |
| Revised Statutes Confirmation Act, 1981 (Attorney General) | Soldiers' Aid Commission Amendment Act, 1970 (Community & Social Services) |
| Riding Horse Establishments Act (Agriculture & Food) | Solicitors Act (Attorney General) |
| Rights of Labour Act (Labour) | South African Trust Investments Act, 1988 (Attorney General) |
| Road Access Act (Municipal Affairs) | Spruce Pulpwood Exportation Act (Natural Resources) |
| Royal Botanical Gardens Act, 1941, as amended (Culture & Communications) | St. Clair Parkway Commission Act (Tourism & Recreation) |
| Royal Ontario Museum Act (Culture & Communications) | St. Lawrence Parks Commission Act (Tourism & Recreation) |
| Rural Housing Assistance Act (Housing) | Statistics Act (Treasury & Economics) |
| Rural Hydro-Electric Distribution Act (Energy) | Statute of Frauds (Attorney General) |
| Rural Power District Loans Act (Energy) | Statute Labour Act (Municipal Affairs) |
| Ryerson Polytechnical Institute Act, 1977 (Colleges & Universities) | Statute Labour Act (Part) (Transportation) |
| Sale of Goods Act (Attorney General) | Statutes Act (Attorney General) |
| Sarnia-Lambton Act, 1989 (Municipal Affairs) | Statutory Powers Procedure Act (Attorney General) |
| School Boards and Teachers Collective Negotiations Act (Education) | Steep Rock Iron Ore Development Act, 1949 (Natural Resources) |
| School Trust Conveyances Act (Education) | Stock Yards Act (Agriculture & Food) |
| Science North Act (Culture & Communications) | Succession Law Reform Act (Attorney General) |
| Securities Act (Financial Institutions) | Successor Rights (Crown Transfers) Act (Management Board of Cabinet) |
| Seed Potatoes Act (Agriculture & Food) | Sunnybrook Hospital Act, 1966 (Colleges & Universities) |
| Seine River Diversion Act, 1952 (Natural Resources) | Superannuation Adjustment Benefits Act (Management Board of Cabinet) |
| Settled Estates Act (Attorney General) | Supply Act (Treasury & Economics) |
| Settlers' Pulpwood Protection Act (Natural Resources) | Support & Custody Orders Enforcement Act, 1985 (Attorney General) |
| Sheep and Wool Marketing Act, 1981 (Agriculture & Food) | Surrogate Courts Act (Attorney General) |
| Sheriffs Act (Attorney General) | Surveyors Act (Natural Resources) |
| Shoreline Property Assistance Act (Municipal Affairs) | Surveys Act (Natural Resources) |
| Short Forms of Conveyances Act (Attorney General) | Tax Sales Confirmation Act, 1974 (Municipal Affairs) |
| | Teachers' Pension Act, 1989 (Education) |
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- Teaching Profession Act (Education)
Technology Centres Act, 1982 (Industry, Trade & Technology)
Telephone Act (Culture & Communications)
Territorial Division Act (Municipal Affairs)
Theatres Act (Consumer & Commercial Relations)
Ticket Speculation Act (Attorney General)
Tile Drainage Act (Agriculture & Food)
Time Act (Attorney General)
Tobacco Tax Act (Revenue)
Toll Bridges Act (Transportation)
Tom Longboat Act, 1980 (Municipal Affairs)
Topsoil Preservation Act (Agriculture & Food)
Toronto Area Transit Operating Authority Act (Transportation)
Toronto District Heating Corporation Act, 1980 (Municipal Affairs)
Toronto Futures Exchange Act, 1983 (Financial Institutions)
Toronto Islands Act, 1980 (Municipal Affairs)
Toronto Stock Exchange Act, 1982 (Financial Institutions)
Toronto Transit Commission Labour Disputes Settlement Act, 1989 (Labour)
Tourism Act (Tourism & Recreation)
Town of Wasaga Beach Act, 1973 (Municipal Affairs)
Township of Marathon Land Act, 1984 (Northern Development & Mines)
Township of North Plantagenet Act, 1976 (Municipal Affairs)
Township of Pelee Act, 1978 (Transportation)
Township of South Dumfries Act, 1989 (Municipal Affairs)
Transboundary Pollution Reciprocal Access Act, 1986 (Attorney General)
Travel Industry Act (Consumer & Commercial Relations)
Treasury Board Act, 1991 (Treasury & Economics)
Trees Act (Natural Resources)
Trent University Act, 1962-63 (Colleges & Universities)
Trespass to Property Act (Attorney General)
Truck Transportation Act, 1988 (Transportation)
Trustee Act (Attorney General)
Unconscionable Transactions Relief Act (Attorney General)
University Expropriation Powers Act (Attorney General)
University of Guelph Act, 1964 (Colleges & Universities)
University of Ottawa Act, 1965 (Colleges & Universities)
University of Toronto Act, 1971 (Colleges & Universities)
University of Waterloo Act, 1972 (Colleges & Universities)
University of Western Ontario Act, 1982 (Colleges & Universities)
University of Windsor Act, 1962-63 (Colleges & Universities)
Upholstered and Stuffed Articles Act (Consumer & Commercial Relations)
Urban Transportation Development Corporation Ltd. Act (Transportation)
Variation of Trusts Act (Attorney General)
Vendors and Purchasers Act (Attorney General)
Veterinarians Act (Agriculture & Food)
Vital Statistics Act (Consumer & Commercial Relations)
Vocational Rehabilitation Services Act (Community & Social Services)
Wages Act (Attorney General)
War Veterans Burial Act (Health)
Warehouse Receipts Act (Attorney General)
Weed Control Act (Agriculture & Food)
Wharfs and Harbours Act (Municipal Affairs)
Wild Rice Harvesting Act (Natural Resources)
Wilderness Areas Act (Natural Resources)
Wilfred Laurier University Act, 1973 (Colleges & Universities)
Wine Content Act (Consumer & Commercial Relations)
Wolf Damage to Livestock Compensation Act (Natural Resources)
Woodlands Improvement Act (Natural Resources)
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Woodmen's Employment Act (Natural
Resources)
Woodmen's Lien for Wages Act (Natural
Resources)
Workers' Compensation Act (Labour)
Workmen's Compensation Insurance Act
(Labour)
York University Act, 1965 (Colleges &
Universities)
Young Offenders Implementation Act,
1984 (Community & Social Services)
